

Earnley Parish Council

Planning Committee Terms of Reference

Objective

Earnley Parish Council is an advisory body to the Planning Authority (Chichester District Council) for all planning applications that directly relate to the parish area.

The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to Earnley Parish Council by the Planning Authority.

Membership

Membership shall consist of those members of the Full Council elected to serve on the committee at the Annual Meeting of the Earnley Parish Council. All members so elected are voting members of the Planning Committee. Three members of the Planning Committee will constitute a quorum.

A Chairman is to be elected annually by the Council at the Annual Meeting of the Earnley Parish Council and shall hold office until the next Annual Meeting of the Earnley Parish Council as per their Standing Orders. A Vice-Chairman may also be elected who also shall hold office until the next Annual Meeting of the Earnley Parish Council as per their Standing Orders

If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

Areas of Responsibility

The Planning Committee has the delegated authority from Earnley Parish Council:

- To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.
- To make representations in respect of appeals against the refusal of planning permission.
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Earnley Parish Council.

All power and duties of the Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and the Orders and Regulations including development control and the local plan process remain with the Full Council of Earnley Parish Council.

Planning Applications

Planning applications shall be circulated to Planning Committee members as soon as possible after receipt by the Parish Clerk from the Planning Authority. The applications may be circulated to the Committee by email.

The Planning Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the meeting.

On site meetings may be arranged by the Chairman of the Committee, or the Vice-Chairman if the Chairman is not available, prior to the Planning Committee meeting. Where an on site meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance.

Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Earnley Parish Council.

The Parish Clerk or the Chairman of the Planning Committee will call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Planning Committee will decide whether they have recommendations either of support or objection or if they have no recommendation to make in relation to each Planning Application.

If any two councillors consider an application to be of great importance to the parish, they may ask the committee for a deferral to pass the decision either to the next Full Council Meeting of the Earnley Parish Council, or if a time regulated decision is required arrange for an extra-ordinary meeting to decide the response.

The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and circulated at the full meetings of Earnley Parish Council. All planning applications, the responses and eventual results shall be noted in the minutes of meetings.

Responses

The Parish Clerk will write letters detailing the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that these letters arrive within the timescale for each application.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of controversial planning applications.

All correspondence should be conducted through the Parish Clerk wherever possible.

Review

These terms of reference are to be reviewed annually at the Annual Meeting of the Earnley Parish Council.

Adopted on: 2nd July 2012

Minute No: P06.12