



HERSTMONCEUX PARISH COUNCIL

Planning Committee Terms of Reference

Responsibility: Planning Committee

<u>Date of Adoption / Renewal</u>	<u>Resolution Number</u>	<u>Date of Next Review</u>
17th June 2019	FCL19-23_31	May 2020
May 2020	FCL_2020.05.01	May 2021
May 2021	FCL_2021.06.09	May 2022

COMMITTEE TERMS OF REFERENCE

PLANNING COMMITTEE

Membership: All Members of the Council

Restrictions on Membership: None

Generic Functions and Delegations:

1. The Planning Committee is appointed by the Herstmonceux Full Parish Council at its Annual Council meeting, held annually in the month of May.
2. The Planning Committee is an advisory committee to Herstmonceux Full Parish Council.
3. Membership of the Planning Committee shall consist of all Full Council members.
4. The Planning Committee may appoint by way of co-option by the Full Council or the Planning Committee, non-councillors to membership.
5. Co-opted members of the Planning Committee have no voting rights.
6. Summons to meetings of the Planning Committee will be called in adherence to the Herstmonceux Full Parish Council Standing Orders.
7. The Committee Chair and Vice Chair will be appointed at the First Meeting of the Planning Committee following the Annual Council Meeting.
8. Meeting dates for the next year will be set at the Annual Council Meeting.
9. Extra Planning meetings may be called as necessary.
10. All meetings will run in adherence to the Herstmonceux Full Parish Council Standing Orders.
11. The quorum shall be **four** councillors.
12. The Planning Committee holds no delegated budget.
13. No member of the Planning Committee may commit the Council to anything financial or otherwise, all matters must be referred to Full Council, via the Clerk.
14. No member of the Planning Committee may correspond (letter or e-mail) directly with parishioners or any outside organisation on behalf of Herstmonceux Parish Council, unless specifically authorised to do so by Full Council. Direct correspondence will be via the Clerk of the Council.
15. Annually, by 30 September in each year the Planning Committee will receive via the RFO, an Estimate Form, in respect of any financial requirements to be considered to be included in the Annual Estimates for the following three years. This must be completed and returned to the RFO by the 30th November.

Specific Functions and Delegations:

16. **The Planning Committee has delegated powers to consider and comment on planning applications.**
17. Agreed Observations and Comments will be submitted to Wealden District Council via the clerk.
18. As a rule, meetings will take place on the first Tuesday of each month and advertised in accordance with Standing Orders.
19. All Councillors, with computer access, will review the planning application to be discussed via the Wealden District Council Planning Portal, using the Planning Application Reference given. Councillors without computer facilities may arrange to look at these via the Council's computer, with the Clerk, or ask for a paper copy to be supplied.
20. Councillors will notify the Clerk in good time prior to the Planning Meeting should it be felt that a site visit is required.
21. Site Visit will be arranged as necessary.
22. The Protocol for all Site Visit: The following protocol shall be observed in respect of requests by developers or other applicants for Members to attend site visits in relation to planning applications already submitted or in respect of proposals for future development.
 - a. Invitations to attend site visits will be directed through the Clerk. Members who are approached directly will advise the applicant to contact the Clerk.
 - b. Invitations will be reported to the next meeting of Herstmonceux Planning Committee. There shall be a minimum of three Members in attendance.
 - c. Members who could be deemed to have a personal or pecuniary interest should not attend.
 - d. Members should make no comments to indicate support or otherwise for the application and the Clerk will advise the applicant that Members who attend do so to acquaint themselves with the site and the proposed development and that no comments or opinions will be offered at the time of the site visit.
 - e. Members in attendance should be aware of the suitability of accepting any hospitality from the applicant.
 - f. If deemed inappropriate by the Planning Committee, an invitation to attend site may be refused and the Clerk will advise the applicant accordingly.
 - g. Site visits are informal occasions and will not be deemed to be formal meetings of which Minutes are taken.
 - h. Members draft responses to relevant correspondence, surveys etc. may be forwarded to the clerk and attendance at appropriate outside meetings may be arranged through the Clerk.