



## **FISHBOURNE PARISH COUNCIL**

### **PLANNING COMMITTEE – TERMS OF REFERENCE**

Adopted on: 16 May 2022

Signed: *Lynda Hunter* Chair

Minute Ref: 22/67.1.1

#### **Objective**

Fishbourne 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 Fishbourne Parish Council by the Planning Authority.

#### **Membership**

Membership shall consist of all members of the Parish Council. All members are voting members of the Planning Committee. Three members of the Planning Committee will constitute a quorum.

A Chairman and Vice Chairman are to be elected at the Annual Parish Council Meeting.

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.

#### **Role of the Chairman**

The Chairman (and in his/her absence the Vice Chairman) shall Chair the Planning Committee meetings and present the Planning Item at meetings of the Full Parish Council.

The Chairman, in consultation with the Clerk and any other members of the Committee who hold particular knowledge about an application, shall be responsible for producing draft comments for discussion by the Planning Committee or Full Council for submission to the Local Planning Authority.

The Chairman is responsible for advising the Fishbourne Neighbourhood Plan Review Group on the Planning and Design policies in the Neighbourhood Plan, their implementation and annual review.

### **Areas of Responsibility**

The Planning Committee has the delegated authority from Fishbourne 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 make any amendments to the planning consultation procedure.
- To deal with any other planning related matter agreed by the Chairman of the Parish Council and the Planning Committee.

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

All powers 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 Fishbourne Parish Council.

### **Planning Applications**

Notice of planning applications shall be circulated to Planning Committee members as soon as possible after receipt by the Parish Clerk from the Planning Authority.

Notice of applications may be circulated to councillors by email.

The Planning Committee members may canvass 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**

Planning applications will be discussed and recommendations decided usually within the Full Parish Council meeting except in the months of April and August when there is no Full Parish Council meeting. The Planning Committee will meet in the months of April and August and at any other time agreed by the Chairman of the Parish Council and the Chairman of the Planning Committee when a meeting of the Planning Committee is deemed necessary.

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

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. All planning applications, the responses and eventual results shall be noted in the minutes of meetings.

## **Responses**

The Parish Clerk will write detailing the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that these 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, and in particular for any application to which the Planning Committee or Full Parish Council has resolved to object.

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 Fishbourne Parish Council.