

BURWASH PARISH COUNCIL PLANNING COMMITTEE

TERMS OF REFERENCE

Objective

Burwash Parish Council is an advisory body to the Planning Authority (Rother 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 Full Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities.

Membership

The Committee will consist of no fewer than nine Parish Councillors, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. It will also elect a Vice Chairman if thought appropriate, although any Elected member (of the committee) can preside by agreement in the Chairman's absence. A quorum will be a minimum of three elected Members. Chairman & Vice Chairman of Full Council will have automatic membership and full voting rights.

Areas of Responsibility

The Committee will meet when relevant planning applications have been received from the Local Planning Authority to prepare responses. The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on voting the planning committee decides that the application should be passed to full Council due to its size, controversial nature or effect on the parish.

- To consider and respond to all planning applications whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not.
- To comment on licenses when requested to do so.
- To comment on street naming where requested.
- To comment on any footpath and rights of way diversions or changes when requested to do so.
- 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.

Clear and concise formal resolutions are always required to avoid ambiguity in the minutes and to ensure that the members are clear on the resolution being voted on.

Conduct of Meetings

The Parish Clerk will be responsible for arranging the recording and distribution of the minutes and all correspondence. The minutes will record the Committee's decisions and will be circulated to all members of the Planning Committee, received at the next Planning Committee meeting and adopted. All decisions will be relayed to the relevant planning authority by the Clerk. The minutes will be published at Burwash Online and will also be available in hard copy upon request to the Clerk.

Review

The election of committees and their terms of reference are to be reviewed annually at the Annual General Meeting of Burwash Parish Council.