



Amberley Parish Council

Planning Committee Terms of Reference

Objective - 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 the Council by the Planning Authorities, taking into consideration the policies and objectives in the Amberley Neighbourhood Plan and also the Parish of Amberley Design Statement.

- 1. Authority:** The Planning Committee is appointed by and is solely responsible to Amberley Parish Council. The Committee duties are defined and agreed by the full Council, which may vote, at any time, to modify the Committee's duties. The Committee will be convened as the workload requires and the Council's Standing Orders will apply.
- 2. Membership:** All members of the Committee will be Parish Councillors. The Committee shall consist of at least 4 Councillors. Members, and the Committee Chairman, will be appointed annually at the Annual Meeting in May (or as agreed by full council). The quorum of the Committee shall be 3 members.
- 3. Meetings:** Planning applications shall be circulated via email to the Planning Committee as soon as possible after receipt by the Clerk. Planning applications will normally be considered by email discussion. The Chairman of the Planning Committee may call Planning Committee meetings as and when necessary. The Planning Committee will decide whether they have recommendations of support or objection or no recommendation to make in relation to each Planning Application. If any two Councillors consider an application to be of great importance to the village, they may arrange an extraordinary meeting to decide on 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 are considered.
- 4. Record of Proceedings:** Written minutes of planning committee meetings will be taken and circulated to all Councillors by the Clerk for adoption at the next full council meeting. The minutes will be published on the Parish Council's website.

5. Responsibilities: The Planning Committee has the delegated authority from Amberley Parish Council:

- a. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- b. To make representations in respect of appeals against the refusal of planning permission.
- c. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- d. To ensure that any comments received, prior or at the meeting, from relevant parties (applicants and objectors) are considered at the meeting.
- e. To report to full council on received planning applications and appeals and any other planning matters (at parish council meetings)
- f. To consider and respond to other planning related consultations.
- g. To monitor, review and where necessary, make recommendations to the Council for amendments to the planning consultation procedure.
- h. 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, or directions given by the Parish Council.
- i. Where an application is subject to an appeal, the Committee is authorised to make written representation and to elect a member of the Committee to attend the hearing.
- j. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings that are relevant to the Parish to represent the Committee's and/or Council's views, as considered necessary.

6. Planning Applications: Applications can be viewed on the Planning Portal on the South Downs National Park website. A list of all applications and responses is prepared by the clerk to be presented at each full council meeting and will be uploaded onto the parish council's website.

7. Responses: The Parish Clerk will communicate in writing to the Local Planning Authority, or other relevant body, detailing the Planning Committee's recommendations, and will ensure that communication arrives within the timescale for each application. All correspondence should be conducted through the Parish Clerk wherever possible.

8. Review: These Terms of Reference are to be reviewed every 2 years.