

OVERSTRAND PARISH COUNCIL

PLANNING COMMITTEE TERMS OF REFERENCE

1. Committee

The Planning Committee is constituted as a Standing Committee of Overstrand Parish Council.

2. Members

Five Parish Councillors appointed annually at the Annual Meeting of the Parish Council as voting members. The quorum of the Committee shall be three Members. The Chairman of the Parish Council shall be an ex officio member.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by the Committee at their first Meeting.

6. Meetings

The Committee will meet as and when required in order to meet a planning consultation deadline, if it cannot be met at the Full Council meeting, with a minimum of 3 working days' notice given.

7. Terms Of Reference

To review the Terms of Reference of the Planning Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

8. Responsibilities

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

- To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- 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.

9. Planning Applications

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

10. Responses

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

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 meeting, as necessary.

All correspondence should be conducted through the Parish Clerk.

11. Meeting Duration

The Planning Committee Meeting shall be for a maximum of 1 hour, with any unfinished business being taken at the beginning of the next Full Council meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

12. Minutes

All Minutes shall be open for inspection by any Member of the Parish Council or public.

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

13. Reporting to Council

The Chair of the Planning Committee must report to Full Council in respect of planning applications.

14. Admission Of The Public And Press

The Public and Press shall be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".