



## **PLANNING & ENVIRONMENT COMMITTEE**

### **TERMS OF REFERENCE**

The role of the committee is as follows:

- To receive and make responses observations on local applications for planning permission
- To receive and note decisions of the planning authorities in respect of local planning applications
- To receive and note appeals against refusal of local applications
- To receive and discuss matters relating to enforcement action or breaches of planning regulations
- To discuss and suggest courses of action relating to appropriate environmental issues
- To receive and note Local, District, County and Regional development plans and policies
- To discuss and make necessary observations or representations regarding traffic, transportation, street lighting and highway issues

To ensure that planning applications for developments within the parish boundary are sent from Arun District Council for the committee to comment on.

Applications of a large or contentious nature will be referred to the next Full Council (the Chairman of the Committee will make that decision) for consideration if the timescale permits or to the Chairman (or Vice-Chairman) of the Council within two days of receipt to facilitate an extraordinary meeting (Standing Order 6.1).

### **Membership and Meetings**

The Committee will consist of 7 Parish Councillors. The Chair of the Council shall be an ex-officio member with full voting rights. Substitute members are permitted, provided two days notice has been given to the Proper Officer.

Quorum - Three members must be present for this meeting to commence.

Meetings - The Committee meets on dates and times as approved by the Council and will usually take place in the Committee Room of Eastergate Village Hall.

Extraordinary meetings may be arranged if deemed necessary.

The Clerk will normally administer the meetings but on occasion the Assistant Clerk may undertake this task.

The minutes of each meeting will be presented to the next available Full Council meeting for noting and comment if necessary.

## **Scheme of Delegation**

- a. The Committee is authorised to object or oppose an application or agree a no objection response. This is to be documented in the minutes of the meeting and decisions conveyed to Arun District Council by the Officer responsible for minuting the meeting.
- b. 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.
- c. Appointment of sub-committees, panels, working or task and finish groups.

The Committee shall appoint panels, temporary working or task and finish groups relevant to the functions of the Committee and receive reports from them. This will include the Neighbourhood Plan Review Team.

- d. Any applications received that require a response outside of the Committee meeting timetable will be circulated for a response that will be decided via an email exchange and then submitted by the Clerk. The decision will be reported to the next meeting of the Committee.