



# Slinfold Parish Council

Cherrytree Farm, Hayes Lane, West Sussex RH13 0SQ Tel:  
Email: [clerk@slinfold-pc.gov.uk](mailto:clerk@slinfold-pc.gov.uk)

## TERMS OF REFERENCE FOR THE PLANNING COMMITTEE

*These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations*

### 1. Membership and Meetings

- a) Membership of the committee will be as decided at the Annual Parish Council meeting each year, subject to the proviso that the chairman and vice-chairman of the Parish Council shall, in any event, be *ex officio* members.
- b) The committee shall be subject to a quorum of half of its members or three whichever is the greater.
- c) The committee shall meet as required.

### 2. Chairman

- a) The chairman of the committee will be elected by the Parish Council at its Annual Parish Council meeting in May.

### 3. Conduct of Meetings

- a) All meetings of the Planning Committee will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

### 4. Powers

The Planning Committee shall be empowered to:

- a) Authorise expenditure up to £1,000 provided such expenditure is:
  - Consistent with the responsibilities and areas of operation of the Planning Committee;
- And
  - Within the budget set for Planning as authorised by the Full Council or the Finance Committee during the course of the financial year.
- b) To act on behalf of the Parish Council in respect of any planning issues and, in particular, to:
  - Support or object to planning applications on the Parish Council's behalf as appropriate.
  - Submit comments and recommendations regarding planning applications to the District Council and County on the Parish Council's behalf.
- c) To respond on the Parish Council's behalf to consultations regarding planning issues including the infrastructure of the village, which may have an impact on planning.
- d) A time sensitive response may be made by the Planning Chairman or Clerk following a majority decision by the Committee or the full PC. Full planning applications or applications which may affect the overall environment or atmosphere of a local area shall be referred to the full Parish Council. Any two Councillors may request an application be deferred for the meeting of the full Parish Council.
- e) **To act on behalf of the Parish Council in relation to drafting and reviewing of the Neighbourhood Plan**

## 5. Responsibilities and Main Function

To consider planning applications in respect of properties and developments in Slinfold and to:

- a) To study relevant planning applications on the Horsham District Council website, share comments and observations with other members of the Planning Committee and decide whether to support or object on the Parish Council's behalf.
- b) To visit relevant sites (site visits should be with at least two members of the committee) and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
- c) Submit comments and recommendations to the Parish Council and to the District and County Councils as required.
- d) To ensure that any objections or recommendations are based solely on planning criteria.
- e) To consider consultations and correspondence regarding planning issues which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- f) To take note of decision notices, appeals and enforcement action in respect of planning applications received from the District and County Council.
- g) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- h) To liaise with the District and County Councils, the Neighbourhood Plan Working Group and any other groups, sub groups or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.
- i) To bid or apply for grants to finance any initiatives which are consistent with the responsibilities of the Planning Committee.
- j) To put forward a budget proposal for related expenditure not later than the end of November each year.
- k) A record of all planning applications, the responses and eventual results shall be reported to the full council and noted in the minutes.
- l) All correspondence shall be conducted through the Chairman or the Clerk of the Parish Council wherever possible.
- m) The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given an adequate hearing – applicants, as well as objectors, will have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.