



## **Terms of Reference for the Planning Committee**

- 1) The Planning Committee is constituted as a Standing Committee of Rogate Parish Council.
- 2) The Committee shall comprise of a minimum of four and a maximum of eight Councillors elected at the Annual Meeting or at other times of the year, as necessary. In addition, the Chair and Vice Chair of the Full Council shall have the opportunity to sit on the Committee and be entitled to vote.
- 3) Three members of the Committee shall constitute a quorum.
- 4) At the first meeting after the Annual Meeting, the Committee shall elect a Chair and a Vice-Chair, or do so after the post is vacated, and shall determine the Committee's timetable of meetings for the council year.
- 5) The committee shall meet every month (usually the second Monday prior to full Council Meeting) or as necessary to meet the schedule set by the Planning Authority.
- 6) When decided at a meeting the Committee will hold a site visit and report back to the Clerk with their decision.
- 7) The Committee shall review the Terms of Reference of the Planning Committee at the first meeting after the Annual Meeting or when necessary and make appropriate recommendations to Full Council.
- 8) Voting shall be by a show of hands, or, if at least two members so request, by ballot. Chair of committee shall have a second or casting vote in the case of an equality of votes.
- 9) The Clerk ensures that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
- 10) The Committee shall consider and make recommendations as authorised on:
  - a) All planning applications referred to Rogate Parish Council by the Planning Authority.
  - b) All other planning matters concerning Rogate Parish, including liaison with potential developers or any agency proposing change to the built environment.
  - c) Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.

- d) Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- e) Deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.

11) A member of the committee shall:

- a) Attend Local Planning Authority Committee meetings to make verbal representation when they are considering applications for Rogate Parish if decided by the Planning Committees.
- b) Make representations in respect of appeals against the refusal of planning permission.

12) The committee to authorise the Clerk to take necessary action to implement approved decisions of the Committee.

13) All external correspondence in whatever form shall be conducted by the Clerk of the Parish Council and be copied by email to the Chair of the Planning Committee.

14) Agenda and Minutes of all meetings shall be prepared, published, posted and kept by the Clerk in accordance with the Document Retention Policy and forwarded to all members of the Council.

15) The Planning Committee can incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on Training for Council Members and Staff on matters connected with the Council's role and functions as a Planning Consultee.

<b>By planning committee:</b>	<b>Date</b>	<b>Minute ref</b>
Adopted:	10 April 2017	7)
Reviewed:	24 May 2021	9)
Reviewed:	30 May 2022	9)