



## Chailey Parish Council

### Planning & Environs Committee: terms of reference

#### Introduction

1. Chailey Parish Council (“the Council”) has constituted a Standing Committee to be known as the Planning & Environs Committee (“the Committee”) to which it has delegated certain duties and responsibilities of the Council, as set out in these terms of reference.
2. The Committee shall meet and conduct its business in accordance with these terms of reference.

#### Dates of meetings of the Committee

3. Subject to paragraphs 4 and 5, a meeting of the Committee will take place every calendar month, except in the month of August. The date of each meeting shall be set by the Council at its Annual Meeting. Meetings will normally take place on the first Tuesday of the month, but the Council may determine that a meeting of the Committee in any month will take place on a different date.
4. Further meetings of the Committee may, at the discretion of the Clerk to the Council (“the Clerk”), take place on the date of, and held immediately prior to, a meeting of the Full Council. Such additional meetings may only be convened to deal with urgent matters that need to be considered by the Committee before the date of its next scheduled meeting.
5. If there are no matters falling within the Committee’s competence that need to be considered at a meeting to be held on a date set by the Council under paragraph 3, the Clerk may, after consulting either the Chairman or the Vice Chairman of the Committee, give notice that it is not necessary for a meeting to take place.
6. A date in August (usually but not necessarily the third Tuesday of that month) will be set aside each year for holding a meeting of the Committee to deal with any urgent matters falling within the Committee’s competence that need to be considered by the Committee before the date of its next scheduled meeting. The decision as to whether or not it is necessary to hold this meeting will be made by either the Chairman or the Vice Chairman of the Committee in consultation with the Clerk.

### **Constitution of the Committee**

7. Every member of the Council for the time being shall be a member of the Committee.
8. The Chairman and Vice Chairman of the Committee shall be elected each year at the Annual Meeting of the Council.

### **Convening and conduct of meetings of the Committee**

9. All meetings of the Committee will be convened and conducted in accordance with the Standing Orders of the Council.

### **Powers and responsibilities of the Committee**

10. The Committee shall act on behalf of the Council in respect of any planning matters which arise in Chailey Parish ("Chailey") or which arise outside, but which may affect, Chailey, as set out in paragraphs 11 to 17. It shall also carry out the functions set out in paragraph 18.
11. The Committee shall, on behalf of the Council, respond to all planning and similar applications on which the Council is consulted.
12. When responding to a consultation under paragraph 11, the Committee may signify that the Council supports, has no objections to or objects to the application. Alternatively, the Committee may indicate that the Council has no comment to make. It may also make such other comments or recommendations as it thinks necessary to explain or amplify the Committee's position in relation to the application.
13. When considering how to respond to a consultation under paragraph 11, the Committee shall review all relevant plans and documents. The Committee shall take into account (but not be bound by) any comments made by members of the public of which it has been made aware.
14. If either the Chairman or Vice Chairman of the Committee considers that it will assist the Committee to make a decision as to how to respond to an application to be considered under paragraph 11 they may, in consultation with the Clerk, depute two or more members of the Committee (which number may include themselves) to visit the relevant location prior to the meeting at which the application is to be considered. The members of the Committee so deputed shall report their findings and opinions to the Committee at the meeting at which the application is considered.
15. If, when considering an application under paragraph 11, the Committee considers that its deliberations would be informed by a visit to the relevant location, it may depute two or more members of the Committee to visit the relevant location. The members of the Committee so deputed shall report their findings to the Clerk and to the Chairman and Vice Chairman of the Committee. When deputing members of the Committee to carry out a visit under this paragraph, the Committee may resolve that the members' findings and opinions shall form the basis of the Committee's response to the application concerned. Responses determined in this way shall be reported to the Committee at its next scheduled meeting.

16. When deciding whether or not a meeting of the Committee is required under paragraph 6, the Chairman or Vice Chairman shall have regard to the nature of the applications(s) requiring urgent consideration. The Chairman or Vice Chairman may, at their discretion, decide that the Committee's response can be determined without the need for a meeting of the Committee to be called. If no meeting is called, the Chairman or Vice Chairman (and at least one other member of the Committee, which number may include themselves) shall determine the Council's response in accordance with paragraphs 12 and 13. Responses determined in this way shall be reported to the Committee at its next scheduled meeting.
17. The Committee shall take note of planning decisions made, and the results of appeals, in respect of planning and similar applications on which it has been consulted.
18. The Committee shall consider invitations to participate in consultations or similar and other correspondence received by the Council on matters which concern planning issues and/or the infrastructure or environs of Chailey and shall respond on behalf of the Council as it thinks appropriate.
19. The Committee shall take note of any new or revised legislation or regulations, changes in policy or other developments affecting the planning process. Infrastructure and the environs and members of the Committee may participate in any relevant training.

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