

# Terms of Reference for Planning and Licensing Committee

## version 1

### *1. Constitution*

- 1.1. The Planning and Licensing Committee is constituted as a committee of the East Preston Parish Council.
- 1.2. The committee's terms of reference may be amended at any time by the council.
- 1.3. The committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the council.

### *2. Authority*

- 2.1. The committee is authorised by the council to manage any activity within its terms of reference.
- 2.2. The committee is authorised to respond on behalf of the council to any Planning Applications received from Arun District Council and West Sussex County Council.
- 2.3. The committee is authorised to respond on behalf of the council to any licensing applications received from Arun District Council and West Sussex County Council.
- 2.4. The committee is authorised by the council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.
- 2.5. The Chairman of the Committee is authorised by the council to make a determination on simple applications to enable a meeting to be cancelled when only one application is on the agenda.
- 2.6. Following a decision not to object to an Application, should the Clerk feel that there has been significant new public correspondence; the Clerk should contact all committee members to advise them of the correspondence and seek their opinions. After considering the opinions of committee members, the Chairman of the committee, with the Clerk, may then overturn a decision not to object.

### *3. Membership*

- 3.1. The Committee shall be appointed by the Council from amongst its members and shall consist of not less **than three members and not more than five**. In accordance with Standing Order 13(a)(vii), the Chairman and Vice-Chairman of the Council may attend this committee and exercise their right to speak and to vote.
- 3.2. The Committee shall elect a Chairman for the municipal year at its first meeting in every year and confirm its programme of meetings for the year, which shall have been settled in the previous calendar year.
- 3.3. The Clerk of the Council is Secretary to the Committee.

### *4. Attendance at Meetings*

- 4.1. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the members or not less than 3.

### ***5. Frequency of meetings***

- 5.1. Meetings shall be held as necessary by the Clerk and the Chairman – see also §3.2.
- 5.2. Additional meetings may be called by the Council or by the Chairman of the Committee.

### ***6. Responsibilities***

- 6.1. To ensure the Council receives full details of all planning applications received by Arun District Council (ADC) and West Sussex County Council (WSSCC) relating to the parish of East Preston.
- 6.2. To ensure that proper procedures are in place to guide responses to planning applications.
- 6.3. To give prior notification of planning applications on current weekly lists received from ADC to be considered by the Planning and Licensing Committee at each meeting.
- 6.4. To consider representations made by residents of East Preston and the general public and respond to issues raised on specific applications.
- 6.5. To assess planning applications to ensure they have regard to the East Preston Neighbourhood Plan, ADC Local Plan and West Sussex County Council Structure Plan 2001-2016, East Preston Village Design Statement together with Statutory Provisions and the National Planning Policy Framework.
- 6.7. To make publicly available council responses and representations to applications including use of the Parish Council website.
- 6.8. To attend ADC Development Control Committee (DCC) meetings as necessary to make representations and present the council's considerations and comments on specific applications.
- 6.9. To participate in the consultation and preparatory stages in the process of determining local development plan policies by providing local information and local needs and requirements.
- 6.10. To attend any training deemed reasonable by the committee.
- 6.11. To attend any site inspections arranged by ADC DCC as appropriate.

### ***7. Reporting Procedures***

- 7.1. The business of the committee shall normally be reported **in writing** to the council meeting following the committee meeting, and the Minutes considered at the next committee meeting.
- 7.2. To report back regularly to Full Council planning notifications that the committee considers have identified specific issues in regard to local needs and environmental impact.

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