



# Broadbridge Heath Parish Council

## Planning Committee

Adopted by Full Council: 4<sup>th</sup> December 2023

Review: June 2024

### **TERMS OF REFERENCE**

This committee will comprise of a recommended 5 councillors. Meetings will be arranged dependent on the size and nature of the application(s) received. Planning applications shall be circulated to members of the Planning Committee as soon as possible after receipt by the Parish Clerk (notification will in the main be by email).

**SMALL APPLICATIONS** – formal Planning Meetings may **not** take place to deal with applications of a minor nature i.e. where the application is straight-forward and not contentious. Instead the Planning Team will review the application on the Local Planning Authority (HDC's) website and share their comments with other members of the committee. The collective response will be agreed by the Planning Chair and feedback provided to the Local Planning Authority. Planning applications received by the Parish Council will appear on the next agenda so that members of the public may make representation should they wish to do so.

### **LARGE APPLICATIONS & OTHER PLANNING ISSUES RELATING TO THE PARISH -**

Ad-hoc meetings will be arranged to agree comment on large or contentious applications or to provide feedback on other matters relating to planning, e.g. consultations, as required. An agenda will be published three clear working days before the meeting. In preparation for the meeting, the Planning Team will review the application and share comments with the team and the Clerk.

The Planning Committee has delegated authority to respond to applications on behalf of the Parish Council. The Chair has delegated powers to deal with urgent or minor planning matters, details of which will be reported at the next meeting of the Planning Committee or the Parish Council.

### **MAIN FUNCTION**

- To examine and comment upon local planning applications and other planning issues relating to the parish and the prompt submission of any comments it considers necessary to the Planning Authority and subsequent appeals;
- To seek high standards of planning for all new development activity within the parish boundary and that any development is commensurate with the character of the village

- To work with the community and statutory authorities in relation to planning and enforcement matters.
- To consider and respond to consultations relating to planning (referral for final approval by the full Council as deemed appropriate)
- Site meetings may be arranged by the Chair or Clerk as required.

#### **OTHER**

- Put forward a budget proposal for planning related expenditure
- Delegated authority to spend up to £1,000 on planning related expenditure
- To represent the Parish Council at appropriate meetings
- To attend training as required

**The Terms of Reference for this sub-committee will be considered annually.**