

**FINDON PARISH COUNCIL**  
**TERMS OF REFERENCE FOR PLANNING COMMITTEE**  
**JANUARY 2020 (DRAFT)**

**1. Constitution and Authority**

- a. The Planning Committee (the Committee) is constituted as a Committee of Findon Parish Council (the Council);
- b. The Committee is authorised by the Council to manage any activity within its Terms of Reference;
- c. The Committee's Terms of Reference will be reviewed on a *regular* basis, but may be amended at any time by the Council;
- d. 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;
- e. The Committee is authorised by the Council to obtain external legal and other professional advice and to secure attendance of anyone it considers has the relevant experience, expertise or knowledge with the agreement of the Council Chairman and Chairman of the Planning Committee;
- f. *Only members of the Planning Committee may vote on an Agenda item;*
- g. The Committee Chairman, or nominated deputy, may speak in support or against a planning matter at meetings of the South Downs National Park Authority (the Planning Authority) Planning Committee meetings.

**2. Membership**

- a. The Committee shall be appointed annually at the Annual Council Meeting in May, or at a full Council meeting during the year if necessary;
- b. The Committee will be made up from Council members only;
- c. The Committee will consist of all members of the Council.
- d. The Committee shall elect a Chairman and Deputy Chairman (if appropriate) annually at the first meeting following the Annual Council meeting held in May;

**3. Meetings and Reporting**

- a. Meetings will generally be held monthly, and at other times if deemed necessary by the Chairman of the Committee
- b. The quorum necessary for the transaction of business for the Committee shall be not less than *three*;

- c. Members of the public may attend the Committee meetings and make verbal representation on any business to be transacted;
- d. The unconfirmed minutes of each Committee meeting will be circulated to all members of the Council, published on the Council web site, and considered for approval at the next meeting of the Committee.

#### **4. Roles, Responsibilities and Delegations**

- a. As a statutory consultee, to consider and respond on all planning applications received from the Planning Authority, with regard to current planning policies and statute;
- b. *To be familiar with the planning documentation and location for each planning application to be considered;*
- c. To consider and respond to documentation received from the Planning Authority or any other organisation on planning matters;
- d. To attend training on planning matters and policy as required;
- e. To attend any site inspections arranged by the Planning Authority if requested to do so;
- f. To make publicly available planning consultation notices received from the Planning Authority on the Council web site and Notice Board.
- g. The Council delegates the above roles to the Committee on the basis that the resultant work is being undertaken by the Council as a whole;
- h. To report on Committee planning responses and Planning Authority decisions at Council meetings, identifying any specific issues for further action by the Council.