

PLANNING COMMITTEE

TERMS OF REFERENCE

Approved: 14th May 2024

Objectives

1. The Planning Committee is constituted to: consider all planning applications and appeals and respond on behalf of the Council for these applications, receive and agree all correspondence related to planning matters, consider any other planning related matters that may come up.
2. To ensure that decisions on matters considered by the Planning Committee balance the wishes of the applicant with those of other interested parties and take account of the character of the Parish and the policies contained in the Rusper Neighbourhood Plan.

Membership

3. All Members of Rusper Parish Council will be Members of the Planning Committee. When a Councillor ceases to be a Member of Rusper Parish Council, they also immediately cease to be a Member of the Planning Committee.
4. The Chairman and Vice Chairman will be appointed at the Annual Council Meeting.
5. A quorum shall consist of three Members.

Meetings

6. The Committee will meet on the third Tuesday of each month, when required. The Clerk will cancel the meeting if there are no applications to consider.
7. A record of all planning applications, the responses of the Parish Council and the decisions taken by the Planning Authority will be recorded in the Minutes of the Planning Committee.
8. Minutes will be approved by the Planning Committee.
9. The Clerk is responsible for submitting the responses to the Planning Authority.
10. The Clerk or Chairman of the Planning Committee may call additional meetings as and when necessary to ensure that all matters can be discussed and replied to ahead of any deadlines.

Powers and Responsibilities

11. The Planning Committee has authority to consider and make representations on all planning applications. If a planning application is deemed to be of significant local importance, it will be considered at the full Council meeting.

12. To study plans, visit relevant sites and consider any comments from members of the parish before coming to a decision.
13. To seek public opinions if suitable.
14. To form a response to each planning application or appeal.
15. To ensure that any response is based solely on planning criteria and local policy, including the policies contained in the Rusper Neighbourhood Plan, Horsham Local Plan and any other relevant local plans.
16. To speak on behalf of Rusper Parish Council at the Local Planning Authority's committee in accordance with the comment made by the Planning Committee/Council.
17. All correspondence should be conducted through the Clerk.
18. This Planning Committee has no authority to spend.