



WEST WITTERING PARISH COUNCIL

Planning Committee Terms of Reference

1. The Planning Committee is constituted as a Standing Committee of West Wittering Parish Council (WWPC) and is solely responsible to the Parish Council. The Committee's duties are defined and agreed by the full Council which may vote, at any time, to modify the Committee's powers.
2. The Committee shall have the delegated executive powers to consider all planning applications pertaining to West Wittering on behalf of WWPC and to respond to the relevant Planning Authority unless the application is subject to a WWPC Red Card (as defined below) or is deemed by the Chairman or Vice Chairman of WWPC to have widespread public interest. Any member of WWPC shall be entitled to request that a planning application on the agenda for the Planning Committee be considered at the next meeting of WWPC provided that he or she shall give not less than 24 hours notice prior to the relevant planning committee and provided further that the planning application shall not be out of time or approved extension of time as a result of such delay. This procedure shall be referred to as WWPC Red Card.
3. Where the Planning Committee object to an application, the Committee may send a representative of the Committee to the relevant Chichester District Council Planning Committee to speak on behalf of the Parish Council.
4. The Committee composition shall be a minimum of four Councillors. A quorum will be a minimum of three Councillors.
5. Membership of the Planning Committee shall be determined at the Annual Council Meeting in May of each year. Any member of WWPC, including the Chairman and Vice Chairman, shall be entitled to stand for membership of the Planning Committee. It is assumed that all Members of the Planning Committee will familiarise themselves with the planning applications prior to the meeting. Membership may be amended from time to time subject to approval by WWPC.
6. At the first meeting of the Planning Committee following the Annual Council Meeting members of the Planning Committee shall elect a Chairman and a Vice-Chairman for the year. In the event that neither the Chairman or Vice-Chairman

of the Planning Committee is present at a meeting the first item on the agenda shall be the election of a Chairman for that meeting.

7. The Planning Committee shall meet every three weeks with three clear days public notice of the meeting advertised as for WWPC meetings.
8. Where the Planning Committee date falls within a recognised holiday period such as Christmas and New Year, the next meeting of the Parish Council will consider the planning applications for the previous month if no other option is available.
9. The Chairman of the Committee, after consultation with the Chairman of WWPC and the Clerk, shall be entitled to call for the cancellation of a Planning Committee meeting if, in their opinion, there are no items of business that are unusual or likely to be controversial or items that cannot be deferred to the next meeting and provided that such call is made not less than 5 clear days prior to the relevant meeting. Upon receiving such call the Clerk will notify all members of the Planning Committee accordingly and provided no member dissents prior to the third clear day before the meeting it will be deemed cancelled. In the event that a member of the Planning Committee does object to the cancellation the meeting shall proceed as normal and be advertised to the public with not less than three clear days' notice.
10. In the event that a planning application is due to be determined by the relevant Planning Authority prior to the date of the next Planning Committee or WWPC meeting, as the case may be, any member of the Planning Committee may request that the Clerk seek an extension of time from the Planning Authority.
11. A record of all planning applications, the responses and eventual results shall be noted in the minutes of the meetings, received at the next full Council meeting and adopted at the next Planning Committee meeting.
12. Members of the public are welcome to attend the Planning Committee. The Planning Committee shall ensure that relevant parties, applicants, supporters and objectors have the opportunity to speak at the meetings in accordance with the Parish Council Standing Orders. Members of the public are invited to speak by the Chairman and must limit their representation to no more than 3 minutes.
12. The Planning Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee.
13. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
14. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Parish Council.
15. The Planning Committee shall be administered and managed in accordance with these Terms of Reference.

September 25th, 2019.

Reviewed May, 2024.

