



Bolney Parish Council

**Copper Beech,
Malthouse Lane
Burgess Hill
West Sussex,
RH15 9XA**

**Telephone No: 01444 230711
Email: clerk@bolneyparishcouncil.gov.uk**

Adopted at the Annual meeting on 21st May 2024

Planning Committee Terms of Reference

1. Authority:

The Planning Committee is appointed by, and is solely responsible to Bolney Parish Council. It is constituted to consider and to respond on behalf of the Council in respect of Planning Applications.

2. Membership:

The Planning Committee will consist of a minimum of three parish councillors, appointed annually along with the Chair, at the Annual meeting of the Parish Council in May. All serving councillors may request to be appointed to the Committee. A quorum for a meeting will be a minimum of three parish councillors.

3. Responsibilities:

The Planning Committee has the delegated authority from Bolney Parish Council: -

- To make representations to Mid Sussex District Council on applications for planning permission which have been notified to the Parish Council;
- To make representations to Mid Sussex District Council or any other authority, on any other planning matters which have an impact on the parish of Bolney;
- To make representations in respect of appeals;
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- The Clerk be given delegated powers for all Tree Preservation Order applications, to state that the Council comments are in line with the Tree Warden's recommendation. The planning application will be reported at the next meeting, with relevant comments;
- The Committee may, in exceptional circumstances, and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum. The response will be reported at the next meeting.

4. Meetings:

Meetings will be held directly following full Council meetings, normally held on the third Tuesday of every month. Agendas will be published alongside Full Council agendas.

- Planning applications shall be circulated to Planning Committee members, by email, as soon as possible after receipt by the Clerk. They can also be viewed on the Mid Sussex District Council Planning Portal;
- The Planning Committee has an obligation to consider all comments made about the planning applications from all third parties, whether they are provided prior or during the meeting;
- Only members of the Committee may vote on agenda items, but other councillors may attend in that capacity and may speak with the permission of the Chair, but shall not be entitled to vote.

- Draft minutes of all meetings will be taken by the Parish Clerk, or any member nominated at the meeting. These will be circulated to the full council, and in addition posted to the council website.
- Minutes will be approved at the following meeting.

5. Responses:

- The Parish Clerk will communicate with Mid Sussex District Council, either using the Online Public Register Consultee in Tray, or by email, the decision made by the Committee in respect of applications considered.
- Where an application is subject to an appeal, the Committee is authorised to make written representation, or to elect a member of the Committee to attend the hearing.
- The Planning Committee may nominate a representative from the Committee to attend the Mid Sussex District Council Planning, or other meeting, to represent the Parish Councils' view in respect of planning applications and other planning matters.

6. Review:

These terms of reference are to be reviewed annually, at the Annual Meeting of the Council in May.