

WITHYHAM PARISH COUNCIL

PLANNING COMMITTEE

Responsibility: Planning Committee/Full Council

Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption	Date for review for Adoption
November 2020	November 2021

The Planning Committee is a committee of Withyham Parish Council [“the Council”], to review applications for planning and licensing.

CONSTITUTION

The Planning Committee shall consist of 8 councillors with at least one member from Withyham/Blackham; and the Wards of Groombridge and Marden’s Hill plus the Chairman of the Council, or, in the absence of the Chairman, the Vice Chairman of the Council.

CHAIRMAN

The Planning Committee shall elect from their number a Chairman and Vice Chairman at the first planning committee meeting after the Annual Statutory Meeting of Council.

MEETINGS

1. The Planning Committee shall meet every two weeks, except where agreed otherwise, one of which will be prior to the regular meeting of the Parish Council.
2. Meetings will normally be supported by the Assistant Parish Clerk or the Parish Clerk, the duties, venues and agenda being notified at least five days in advance, emergencies excepted.
3. Members of the public are encouraged to attend and are invited to address the committee.
4. Minutes of each meeting are to be drawn up as draft and sent to Wealden District Council for noting of comments on applications. They are then to be agreed at the next meeting.

QUORUM

This must comprise three members. In the event that the committee is not quorate for a particular meeting, the Clerk will request attendance from other councillors as required.

PURPOSE

- (a) To consider Planning Applications, Appeals, Tree Preservation Orders, Applications for Enforcement Orders and Policies that affect the whole parish, and decide the appropriate response.
- (b) To consider controversial and difficult planning matters that members of the committee wish to bring to wider discussion or robust action or which may entail allocation of finance by the Council.
- (c) To consider any application for licences that affect the whole parish and to decide an appropriate response.
- (d) To ensure the Observations of the Planning Committee are conveyed to Wealden District Council as the Planning Authority or East Sussex County Council when applications are received from that authority.
- (e) To report to the Council all matters considered by it.