

WITHYHAM PARISH COUNCIL

PLANNING COMMITTEE

Responsibility: Planning Committee/Full Council

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

Date of Committee Approval	Date of Adoption	Date for review for Adoption
April 2023	April 2023	April 2024

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 no more than 7 councillors with preference given to include 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 approximately every two weeks, based on the applications that are to be considered and as confirmed by an agenda
2. Meetings will be clerked by the Assistant Parish Clerk or the Parish Clerk (when necessary), 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. This may be done in person or virtually when available by Zoom.
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 review, discuss and agree a response to Wealden District Council on Planning Applications, Planning Appeals, Tree Preservation Orders, matters of Enforcement, relevant Consultations and Planning Policies
- (b) To Consider applications outside of those where the Parish Council is a statutory consultee based on the Planning Policy for Applications Outside of Parish.
- (c) To consider any application for licences that have a significant effect on the parish
- (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.
- (f) To reserve the right to make a request to Council should it be agreed by the Committee that an allocation of finance would be required to take a significant planning matter further.

Adopted at Council ASM