

SOUTHWATER PARISH COUNCIL

PLANNING COMMITTEE REMIT



Approved:	February 2009
Revised:	July 2018
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PLANNING COMMITTEE

MEMBERS 9

MEETINGS 1st Wednesday of each month, except August, or otherwise directed by Council.

QUORUM

Three or one third of the total Committee membership. If a quorum is not present, or if during a meeting the number of Councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

MAIN FUNCTION

- Consider and comment upon local planning applications and other planning issues relating to the Parish.
- To seek high standards of planning for all new development activity within the Parish boundary with specific attention to all appropriate local and statutory planning policies.
- To seek and ensure that any development is commensurate with the character of the Parish.
- To work with community and statutory authorities in relation to planning matters.

TERMS OF REFERENCE

- Making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972 Section 20 Schedule 16.
- Receive updates on and assist with the review of the Southwater Neighbourhood Plan as formally made and adopted by the Planning Authority on 23rd June 2021.

- Review the Southwater Parish Design Statement as adopted by the Planning Authority as supplementary planning guidance on 8th April 2011. Reviews to take place every five years unless covered as part of the review of the Southwater Neighbourhood Plan.
- The making of representations in respect of appeals against the refusal of planning permission.
- Ensure effective representation in respect of all Public Enquiries and/or Examination in Public meetings where appropriate.
- Monitor and discuss when appropriate any changes in Parish boundaries.
- Make recommendations regarding street naming.
- To consider and monitor any Parish Development Plans, Village Design Statement, Village Action Plan, District Plan, County Structure Plan, Government Planning Policy Guidance and Policies, Regional Planning Guidance and Policies including Local Development Framework Policies.
- Monitor the general environment of the Parish in so far as is possible and report where it is considered there are any potential hazards or breaches in planning applications.
- Adhere to and bear in mind laid down planning policies when considering planning applications and to do so within the relevant time limits.
- To act at all times in the best interest of the community.
- Ensure that appropriate landscaping is incorporated sympathetically in planning applications, and when appropriate to enhance the environment.
- To consider and respond to various environmental, statutory documents, such as the Local Minerals, Waste and Transport Plans.
- Refer such items for approval as thought necessary to the Council which could affect the policies of the Council as a whole.
- Ensure that effective comments are made in relation to Tree Preservation Orders within the Parish ensuring that all appropriate criteria is met when recommending such an Order in relation to woodlands/trees/hedges/bushes within the Parish.
- Monitor conservation areas, ensuring that the style of development and general decoration including, signage, shop fronts and street furniture is in keeping with those Listed Buildings situated therein, in accordance with the Neighbourhood Plan and Village Design Statement.

- Delegate to the Tree Warden all planning applications in relation to Tree Preservation Orders, and thereafter, having due regard to their recommendations.
- Ensure that appropriate insurance is aligned to the Tree Warden position.
- Indicate to the Executive Officer/Deputy/Assistant Executive Officer and RFO a budget proposal by the end of September each year for inclusion in the Council's budgeting process, if required.
- Ensure positive and constructive input to Horsham District Council (the Local Planning Authority) in respect of all applications submitted.
- Ensure proper records are retained in relation to planning applications and comments.
- To ensure within the resources available maximum publicity and awareness of planning applications and issues by means of public notices.
- Incorporate Agenda 21 policies when considering applications ensure that major development will be sustainable, economically, socially and environmentally.
- To positively contribute to discussions, evaluations and consultations in respect of major or contentious new development activity including the establishment of formal meetings with professional planning staff, to exchange views and consider detailed proposals whenever necessary.
- To seek to prevent the loss of public open space including playing fields whenever possible.
- All members should regularly attend planning training sessions as organised by Southwater Parish Council, Sussex and Horsham Associations of Local Councils and/or Horsham District Council (the Planning Authority).
- With reference to Standing Orders Clause 15.b.xv refer a planning application received by the Council to the Chairman or in their absence Vice-Chairman of the Planning Committee in conjunction with the Executive Officer, for consideration and to submit a recommendation to Horsham District Council if the nature or neighbour consultation deadline of a planning application requires consideration before the next Planning Committee meeting.