

# **STEYNING PARISH COUNCIL**

## **PLANNING COMMITTEE**

### **COMMITTEE TERMS OF REFERENCE**

**In the context of these Terms of Reference the Proper Officer is also the Responsible Financial Officer and Steyning Centre Manager**

#### **Planning Committee**

**Main functions: To consider and make decisions on local planning applications for recommendation to HDC Planning and other planning issues relating to the Parish. To make recommendations to the Council on any matters it deems necessary.**

- a. To be responsible for and make decisions on any matter delegated to it by the Council or any other Committee or any matter deemed appropriate for this committee.
- b. To delegate authority to the Proper Officer and/or Councillors such actions as it deems necessary to ensure the Committee's decisions are carried out efficiently and expediently and to ensure the Proper Officer and/or Councillors report back to the Committee on what actions have been taken on its behalf.
- c. To ensure that the Proper Officer complies with any delegated authority that he/she may be given from time to time by the Committee.
- d. The making of representations to the Local Planning Authority on applications for planning permission.
- e. The making of representations in respect of appeals against the refusal of planning permission.
- f. To make recommendations regarding street naming.
- g. To consider and monitor the SWAB Neighbourhood Plan, once approved, and any local development plans, for example regional, district or local plans.
- h. The Council has delegated the authority for the preparation of the Steyning, Wiston, Ashurst and Bramber (SWAB) Neighbourhood Plan to the SWAB Neighbourhood Plan Steering Committee and issues relating to the preparation of the Neighbourhood Plan will be discussed and decided in full Council.
- i. To prepare and review the Steyning Area Conservation Character Appraisal and Management Plan.
- j. To monitor the Conservation Area and ensure 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 national or local Conservation Area requirements.

- k. To seek additional protection for the Conservation Area, such as Article 4 Directions, as appropriate.
- l. To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches etc.
- m. To give due consideration to all environmental aspects and the SDNP purposes (where appropriate) when considering planning applications.
- n. To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- o. To consider and respond to various environmental statutory documents.
- p. To ensure positive and constructive input to Horsham District Council in respect of all planning applications submitted.
- q. To seek to ensure, within overall resources, maximum publicity and awareness of planning applications by means of public notices.
- r. Work to retain public open space, including playing fields whenever possible.
- s. The making of representations on all applications for public entertainment licences or liquor licenses subject to approval by the Council.
- t. The making of representations on all applications to the appropriate planning authority in respect of other planning matters, not otherwise referred to in the previous clauses.

**Membership.**

The maximum membership of the committee shall be seven, the quorum to be three councillors.