



## Plumpton Parish Council Planning Committee

### **Committee Structure**

The Planning Committee is one of 6 committees of the Parish Council and all but one of the Parish councillors are members of this committee.

### **Councillors**

At present Councillors on the Planning Committee are:

- Terry Thompsett (Chair)
- Paul Nicholson
- Sue Akers
- Chris Burgon
- Clare Eastwood
- Sally George
- Reg Stone
- Richard Taylor

As with all committees the Chairman of the Planning Committee will be a Parish Councillor and will be elected at the first meeting of the Parish Council in each new parish year (runs from May – April).

If the Chairman is unable to attend a committee meeting the committee members present will agree the Chairman for that meeting.

### **Quorum**

The Quorum for the Planning Committee is three. The Planning Committee must meet as quickly as possible following a planning notification from Lewes District Council and having 8 councillors on the committee helps to ensure that meetings are quorate.

### **Delegation of Powers**

The Parish Council can, where appropriate, delegate powers to a committee. Although the Planning Committee does not have delegated powers it does have a responsibility to speedily advise Lewes District Council (via the Parish Clerk) of the outcome of the Planning Committee meetings. The Planning Committee provides what can be seen as an advisory service to Lewes District Council. Planning *decisions* are made by Lewes District Council.

### **Responsibilities**

As with all committees the Planning Committee is subject to the Parish Council Financial Regulations and works within the regulations set out in the Plumpton Parish Council Standing Orders.

Full details of the Terms of Reference for the Planning Committee can be obtained from the Chair of Planning. The following is a summary.

In brief the Planning Committee has a responsibility to:

1. Facilitate, drive and manage the planning agenda for the parish to protect and enhance the character of the village in accordance with the Business Plan;
2. Review, evaluate and respond to planning applications received from Lewes District Council;
3. provide a timely and proactive response to the local planning agenda;
4. Facilitate a full Parish Council debate on strategic planning decisions and respond to the Lewes District Council Core Strategy, to planning related issues, as requested, (e.g. surveys) plus associated documents, policies and studies;.
5. Coordinate the work of the Affordable Housing Sub-Committee.

### **Responsible Site Visits**

The Planning Committee has developed a protocol on site visits. This seeks to ensure that no unnecessary site visits are made and that intrusion on the privacy of applicants is kept to a minimum.

1. When a planning application is received the Chair of the Planning Committee will decide whether a site visit is needed based upon one or more of the following:
  - a. The scale of the development
  - b. The number of neighbouring properties potentially impacted by the development
  - c. Any obvious concerns from the plans (e.g. unusual design, close proximity to site boundaries)
  - d. Visibility from a public highway.
2. No less than three councillors will attend a site meeting and normally no more than five.
3. Councillors will not enter a property and respect for privacy will be observed at all times.
4. Applicants have the right to decline a request for a site visit.

Full details on Responsible Site Visits can be obtained from the Chair of Planning

### **Publication of Meeting Information**

As with all Parish Council committees the date and time of the meetings must be published at least 3 clear working days (excludes weekends) before the meeting. The committee meets as needed i.e. as soon as possible after a planning notification is received from Lewes District Council. Where possible planning applicants are specifically informed of the date of the planning meeting where their application will be discussed.

Committees meeting dates and the minutes of previous meetings can be found under [Meetings and Minutes](#).

### **Attendance, Representation and Voting at Committee Meetings**

Planning applicants and those who may be affected by a planning application are given the opportunity to speak as are all members of the public who are very welcome to attend. Members of the public who attend and who are not affected by the planning applications being discussed will be given the opportunity to ask questions or make representations on any planning concerns they may have. Time is normally allowed early in the agenda for public participation.

The councillor who is not on the committee may also attend but cannot vote.

### **Affiliated Groups and Roles**

The Council subscribes and utilises the skills of both the CPRE (The Campaign for the Protection of Rural England) and AiRS (Action in Rural Sussex) and other groups as deemed appropriate on a case by case basis with the majority agreement of the Council.