

**East Chiltington parish council. Terms of Reference ( Planning and Environment Committee)**

East Chiltington parish council shall appoint a Planning and Environment recommendations Committee (P&E) to consider planning and associated applications, including related matters of Planning Enforcement, Certificate of Lawfulness, changes to footpaths etc received from the District Council or any other Consultation source.

The P & E Committee shall have executive authority on behalf of East Chiltington parish council to send comments on applications up to 1 development unit, directly to the respective Planning Authority and to consider environmental and traffic matters associated with Strategic Planning Applications in order to make recommendations to the Council. Strategic and large applications (over 1 development unit) are to be considered and resolved by full Council.

The Committee shall meet as it determines in order to make prompt response to the Planning Authority.

The Committee shall consist of minimum 3 members of the parish council and shall elect its own Chair.

The Chair shall in the case of an equality of votes have a second and casting vote.

The Chair of the Committee or the Chair of the Council shall have discretion to refer a planning application to the full Council. It will be necessary to convert a scheduled Committee meeting into a full extraordinary Council meeting on 3 clear days notice in order to exercise the right to refer an application to the Council.

In the event of urgent action being required between Committee meetings, the authority delegated to the parish clerk in consultation with the Chair and Vice-Chair of the Council and the Chair of the Planning Recommendations Committee shall only cover those planning matters where if the parish council did not make a response before the next meeting of the Committee or the Council (whichever is the sooner) it would lose its opportunity to do so.

**PLANNING APPLICATIONS**

The Clerk shall, as soon as it is received, enter in a book kept for the purpose, the following particulars of every planning and environmental application notified to the Council:

- The date on which it was received
- The place to which it relates
- The date on which a response is required
- The Council's recommendations