

Worth Parish Council
Planning & Highways Committee
Terms of Reference

The Planning & Highways Committee is a Standing Committee of the Council. It has no remit to spend; any expenditure must be authorised by the General Purposes & Finance Committee.

MEMBERSHIP:

- The Committee shall have a membership of up to 12 Councillors.
- The membership will be confirmed at the Annual Council Meeting.
- The Chairman of the Committee shall be appointed at the Annual Council Meeting.
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee after the Annual Council Meeting.

QUORUM:

- A quorum will one third of the membership, or four Councillors.
If a quorum is not present or during the meeting the number of Councillors falls below the required quorum the meeting shall be adjourned, and no business transacted.

MEETINGS:

Meetings will be held according to the Schedule of Meetings agreed by the Council. Such meetings are open to the public and Agendas and Minutes are published on the Council's website and on the Council's notice boards.

ACTIVITIES:

Subject to observance of decisions of the Council on matters of principle or policy, and to Council's powers and duties shall be delegated to the Planning & Highways Committee in accordance with the following terms of reference:

- a) The 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, and other relevant legislation.
- b) The making of representations in respect of appeals against the refusal of planning permission
- c) The making of recommendations regarding street naming
- d) To consider and monitor the District and other developmental plans and the making of all appropriate representations.
- e) To make representation to the Local Planning Authority in relation to infrastructure requirements which should be considered in any Section 106 agreement
- f) To consider and monitor Enforcements matters.
- ~~g) To receive and consider recommendations from the Copthorne Neighbourhood Plan Steering Group and the Crawley Down Neighbourhood Plan Advisory Sub Committee Neighbourhood Plan Committee as to the monitoring and review of the Copthorne and Crawley Down Neighbourhood Plans~~
- h) To monitor developments in neighbouring parishes and consider their effect on the parish of Worth and make representation to the appropriate authority accordingly.
- i) To receive and note representations from landowners and developers relating possible future development within the parish.

- j) The making of representations to the appropriate Planning Authority in respect of other planning matters not otherwise referred to in Terms of Reference (a) - (h) above.
- k) With reference to Standing Orders Clause 15.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 Clerk/Deputy Clerk for consideration and to submit a recommendation to Mid Sussex District Council if the nature or statutory consultation deadline of a planning application requires consideration before the next Planning Committee meeting.
- l) The making of representations to the appropriate authority in respect of highways matters, such as roads, drainage, footpaths and PROWs.
- m) The making of representations to the appropriate authority in respect of public transport services.
- n) The making of representations to the appropriate authority in respect of Waste & Mineral matters.
- o) Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee.
- p) To receive and consider recommendations from the following Working Parties
 - i. Copthorne Village Working Party
 - ii. Crawley Down Village Working Party
 - iii. Worth Parish Council Working Party
- q) All members should regularly attend planning training sessions as organised by WPC, WSALC and or MSDC.
- r) To develop a vision for the future development of the Neighbourhood Plan Areas in accordance with the overall vision of Worth Parish Council, to include:
 - The Committee will have delegated powers to act on behalf of the Council to work on both Copthorne and Crawley Down Neighbourhood Plans to submit to the Council for approval
 - To draft, monitor and revise the Copthorne/Crawley Down Neighbourhood Plans in accordance with current Planning Law and the Guidance issued by Government and the Local Planning Authority.
 - To plan, management and report events and other activities as considered necessary to prepare, monitor and revise the Copthorne/Crawley Down Neighbourhood Plans.
 - To involve and engage with the residents of the Neighbourhood Plan Areas in its activities and will maintain records of such activities in addition to the minutes of its meeting.
 - The Committee may on occasion have need to meet with parties interested in neighbourhood planning, such as Local Authorities, Landowners, Developers etc. Notes of such meetings will be kept, with the Clerk/Assistant Clerk in attendance.
 - To consider on an ongoing basis whether the parish would be better served by a single Worth Parish Neighbourhood Plan.

Criteria for the consideration of Planning Application.

Planning applications will be considered under the following criteria.

Type 1

- New housing applications, whether for a single or multiple dwellings.

- Applications pertaining to commercial use, new build or otherwise, including changes of use.
- Care homes.
- Applications where there are neighbour comments on the planning portal.
- Retrospective applications.
- Garage conversions (to ensure these are compliant with both Neighbourhood Plans parking policies).
- Conversion of outbuildings.
- Applications where a Councillor has declared an interest
- Applications where the applicant or a neighbour has requested to speak at committee
- Applications which, in the view of the Chairman/Clerk/Deputy clerk, merit detailed discussion.

Full comments will be supplied to MSDC for all of the above.

Type 2 Applications

- Extensions, including porches.
- New fencing and gates.

Comments of 'Defer to officer' will usually be supplied to MSDC for all the above.

Tree Applications

All tree applications will not be discussed in detail at Committee: comments of 'Defer to Tree Officer' will usually be made to MSDC. Where a tree is to be felled, an additional comment will be made requesting that a replacement tree is planted, as per the Neighbourhood Plans.

Amended applications.

These will follow the precedent set by the original application i.e. a minor application will not be discussed in detail by Committee, unless the change is such that, in the opinion of the Chairman/Clerk/Deputy Clerk merits a different classification.

Agenda

Agendas will be issued with the applications grouped into the above classifications. Should a Councillor wish for the classification to be changed prior to the meeting, then they should advise the Chairman and the Deputy Clerk.

*It should be noted that these may be lodged after the agenda has been issued, necessitating a change in classification at the meeting.

Extraordinary meeting

An extraordinary meeting can be called as and when necessary for reasons such as;

- An application received for a contentious or large development.
- If the Chairman considers that application worthy of being 'called in'.

**Agreed October 2023
Reviewed September 2024**

Reviewed May 2025