



Rusper Parish Council
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PLANNING COMMITTEE TERMS OF REFERENCE

1. Objectives

1.1 The Planning Committee is established to:

- Consider all planning applications, appeals, and related consultations and to respond on behalf of Rusper Parish Council.
- Receive, consider, and respond to all correspondence relating to planning matters.
- Consider any other planning-related matters referred to the Committee.

1.2 The Committee shall ensure that its decisions balance the views of applicants with those of other interested parties, while taking due account of the character of the Parish and the policies contained within the Rusper Neighbourhood Plan and other relevant planning policy documents.

2. Membership

2.1 All Members of Rusper Parish Council shall be Members of the Planning Committee.

2.2 When a Member ceases to be a Councillor of Rusper Parish Council, they shall automatically cease to be a Member of the Planning Committee.

2.3 The Chair and Vice-Chair of the Planning Committee shall be appointed at the Annual Council Meeting.

2.4 The quorum for a meeting of the Planning Committee shall be three Members.

3. Meetings

3.1 The Committee shall normally meet on the third Tuesday of each month, as required. The Clerk may cancel a meeting where there are no planning applications or business to consider.

3.2 Additional meetings may be convened by the Clerk or the Chair of the Planning Committee as necessary to ensure timely consideration of applications and deadlines.

3.3 A record of all planning applications considered, the responses submitted by the Parish Council, and the decisions of the Local Planning Authority shall be recorded in the Minutes of the Planning Committee.

3.4 Minutes shall be approved by the Planning Committee at the next appropriate meeting.

3.5 The Clerk is responsible for submitting all agreed responses to the Local Planning Authority.

4. Powers and Responsibilities

4.1 The Planning Committee has delegated authority to consider and make representations on all planning applications on behalf of the Council.

4.2 Where an application is considered to be of significant local importance or sensitivity, it shall be referred to the full Council for consideration.

4.3 The Committee may:

- Study plans and supporting documents.

- Undertake site visits where appropriate.
- Consider comments received from members of the public and local stakeholders.
- Seek public views where appropriate and proportionate.
- Formulate responses to planning applications and appeals.

4.4 All responses shall be based solely on material planning considerations, including:

- Ruser Neighbourhood Plan
- Horsham District Local Plan
- National Planning Policy Framework (NPPF)
- Other relevant planning policies and guidance

4.5 The Committee may, where appropriate, represent the Council at Local Planning Authority meetings, in accordance with the Committee's agreed or Council-approved position.

4.6 All correspondence relating to planning matters shall be conducted through the Clerk.

4.7 Where a planning application deadline falls between meetings and cannot be delayed, the Clerk shall submit a response in accordance with the agreed recommendation of the Committee or delegated authority. This action shall be formally reported and minuted at the next meeting.

4.8 The Planning Committee has no authority to incur expenditure.

5. Additional Provisions

5.1 The Committee shall act in accordance with the Council's Standing Orders and Financial Regulations at all times.

5.2 The Committee shall ensure transparency, accountability, and compliance with all relevant legislation and planning guidance.