West Horsley Parish Council

TERMS OF REFERENCE FOR PLANNING COMMITTEE

The Terms of Reference were adopted by Full Council at its Annual Statutory Meeting held on 5th May 2021 and later reviewed on 15th March 2022.

1. **Committee**
   The Planning Committee is constituted as a Committee of West Horsley Parish Council.

2. **Members**
   The Deputy Clerk and five Parish Councillors appointed annually at the Annual Statutory Meeting as voting Members.

   The quorum of the Committee shall be three Members and the Deputy Clerk.

3. **Voting**
   Only Members may vote at a meeting. In case of an equal vote the Chairman shall have a second or casting vote.

4. **Interests**
   If a Member has an interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If the interest is pecuniary, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. **Chairman**
   The Chairman is to be elected annually by the Council at the Annual Statutory Meeting.

6. **Terms of Reference**
   To be reviewed at the first meeting of the Committee after the Annual Statutory meeting of the Council, or when necessary and appropriate recommendations made to Full Council.

7. **Responsibilities**
   The Planning Committee is constituted to consider all planning applications that relate to the Parish area and has delegated authority from West Horsley Parish Council as follows:
   a) To make representations to the Local Planning Authority (Guildford Borough Council) on applications for planning permission which have been notified to the Council.
   b) To consider any planning application in neighbouring Parishes that may have potential impact on our local community.
   c) To make representations in respect of appeals against outcomes of planning decisions.
   d) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning and environmental regulations.
   e) To monitor, review and where necessary make recommendations to the Local Authority for amendments to the planning consultation procedure.
   f) To determine the requirement of, and oversee, any review~~s~~ of the West Horsley Neighbourhood Plan, 2016 – 2033.
   g) To deal with any other planning related matters that a meeting of the Full Council considers appropriate to be referrred to the Planning Committee.

8. **Planning Applications**
Planning applications shall be circulated to the Planning Committee members within 5 days of the Planning Committee meeting by the Deputy Clerk.

9. **Meetings**
Meetings will be held monthly, excluding August. The Chairman may call additional planning meetings as necessary to ensure that planning applications are responded to within the required time scales.

Minutes of all meetings will be recorded by the Deputy Clerk and circulated at Full Council meetings.

10. **Responses**
The Deputy Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

All correpondence should be conducted through the Deputy Clerk.

11. **Meeting Duration**
A maximum of two hours, although the meeting can be extended with a vote taken by Members in exceptional circumstances.

Approved by Full Council on 5th May 2021
Reviewed by Full Council on 15th March 2022
Reviewed at the Annual Meeting on 16th May 2023
Amended by Full Council on 20th February 2024