

**Bersted Parish Council**  
**Planning Amenities and Environment Committee**  
**Terms of Reference**

In accordance with Council policy and operating at all times via the medium of the Parish Clerk, this Committee has delegated responsibility for all matters relating to planning and the environment **(except where these relate to land owned, leased or managed by the Council- see Finance Committee Terms of Reference)**

1. The Planning, Amenities and Environment Committee is constituted to represent Bersted Parish Council in planning matters referred to Bersted Parish Council by Arun District Council and other Planning Authorities.
2. The Planning, Amenities and Environment Committee shall have delegated executive powers to consider all planning applications pertaining to Bersted and to send a response to Arun District Council Planning, as the Local Planning Authority (LPA)
3. The Planning, Amenities and Environment Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning, Amenities and Environment Committee on behalf of Bersted Parish Council is a consultee in the planning process.
4. Membership numbers are not limited but are subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
5. The Committee will be quorate, minimum of 3 members, in accordance with the Council's Standing Order. Meetings will be held on the first Tuesday of every month.
6. The Clerk or Deputy Clerk acts as secretary to the Committee and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
7. The Committee may in exceptional circumstances and if necessary, for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.
8. Details of planning applications shall be circulated on the agenda by e-mail to all Committee members in accordance with the Council's Standing Order of three days clear notice. The applications may be viewed on the Planning Portal at Arun District Council.
9. Minutes of all meetings shall be kept by the Clerk or Deputy Clerk and forwarded to Members of the Parish Council.
10. At the following Council Meeting, held on the second Tuesday of every month, the minutes are noted.

11. Councillors have an opportunity to ask questions about the minutes. If there is a dispute about a decision, this is debated, and an action plan formulated. If a decision taken by the Planning, Amenities and Environment Committee is disputed by a majority of members an application decision may be modified.

12. If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Bersted Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors.

13. The Clerk or Deputy Clerk will take reasonable steps to inform the public of planning meetings to give them an opportunity to attend the meeting to address their comments to the Committee.

14. The Planning, Amenities and Environment Committee allows members of the public to address the Planning, Amenities and Environment Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 3 minutes in accordance with the Council's Standing Order and only before the Planning Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate.

15. The Planning, Amenities and Environment Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

16. The Clerk or Deputy Clerk will submit the Planning, Amenities and Environment Committee recommendations to the LPA or other relevant body and will ensure that communications arrive within the timescale required by the LPA.

17. The Planning, Amenities and Environment Committee may nominate a representative from the Committee or Council (or the Clerk or Deputy Clerk if appropriate) to attend the Local Planning Authority's Planning Committee and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters.

18. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.

19. The Chair and membership of the Planning, Amenities and Environment Committee are reviewed and voted on annually at the Annual Meeting of Bersted Parish Council.

20. At the first meeting of the Planning, Amenities and Environment Committee following the Annual Meeting of Bersted Parish Council the Planning, Amenities and Environment Committee will elect the Chairman and Vice Chairman before any other business is conducted.

## **Environment and Climate Change Duties & Responsibilities**

- To propose ways in which the Council can foster an increased awareness of environmental issues within Bersted Parish.
- To research, share and adopt best practice on environmental issues.
- To design and implement projects that contribute to local environmental improvements.
- To advise the Council on environmental matters, including the Council's contractual responsibilities.
- To liaise with other local government and non-government organisations on environmental matters.
- To support other environmental groups within Bersted Parish.

## **Delegated powers**

The Committee has delegated powers to seek quotes for works and services within the approved annual budget, any recommendations for expenditure will be submitted to Full Council for approval.

These Terms of Reference for the Planning and Environment Committee shall be reviewed annually.