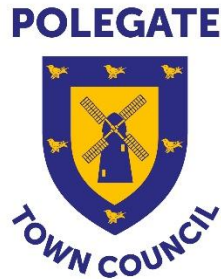


Polegate Town Council



PLANNING COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE		
Issue No.	Date completed	Details of amendments
1	20.05.24	Adopted at Annual Stat Meeting
2	31.03.25	Adopted at Full Council Meeting
3	11.05.26	Adopted at Annual Stat Meeting

1. Committee Structure

- 1.1 The Committee will be constituted at the Annual Statutory Meeting in May each year.
- 1.2 The Committee will meet as often as required to observe consultee response timescales set by Wealden District Council, South Downs National Park Authority or East Sussex County Council.
- 1.3 The Committee will consist of a maximum of 9 Councillors plus the Mayor and Deputy Mayor who hold ex-officio seats on all committees.
- 1.4 The Committee will elect its own Chair and Vice-Chair.

2. Specific Responsibilities

- 2.1 The Committee will consider and make recommendations to Wealden District Council, South Downs National Park Authority or East Sussex County Council on all plans within the Polegate boundary and those outside the boundary which have an impact on the town.
- 2.2 A nominated member of the committee will represent the views of the committee at any Wealden District Council, South Downs National Park or East Sussex County Council Planning Committee meeting as shall be required.
- 2.3 When necessary, applications may be considered by the Chair, Vice-Chair and one other councillor, by way of the delegated process. If the Chair or Vice-Chair are unavailable or have interest the Mayor or Deputy Mayor may consider the applications.
- 2.4 The committee have delegated authority to agree recommendations on the following:
 - Planning applications
 - Major planning applications
 - Enforcement notices
 - Appeal notices
 - Justice licences
 - Tree preservation orders
 - Conservation areas and listed buildings
 - Local development framework/ local plan
 - Polegate Master Plan and reviews
 - Street naming requests
 - Other planning related matters

3. Town Clerk Responsibilities

- 3.1 The Town Clerk shall record every planning application notified to the council and the Council's response to the local planning authority in a book for such purpose.

3.2 The Town Clerk shall refer a planning application received by the Council to the chair of Planning Committee or in their absence the Vice-chair or in their absence the Chairperson of the Council within 2 working days of receipt to facilitate a briefing meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.

**Statement prepared for adoption by Polegate Town Council at its meeting on
11.05.26**

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO