



***Polegate Town Council, Council Office,
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Town Mayor – Ms A Snell e-mail - Cllr.a.snell@polegatetowncouncil.gov.uk*

PLANNING

TERMS OF REFERENCE & RESPONSIBILITIES

- Planning Committee to be constituted at each Annual Statutory meeting.
- Committee to meet as and when, in order to observe consultee deadlines set by Wealden District and East Sussex County Councils
- To consist of a maximum of 6 Councillors plus ex officio Mayor and Deputy Mayor and elect its own Chairman and Vice Chairman.
- To recommend and manage a Planning budget.
- Committee to consider and make recommendations to Wealden District Council or East Sussex County Council on all plans within the Polegate boundary and those outside the boundary which have an impact on the Town.
- A nominated member of the Committee will represent the views of the Committee at any Wealden District Council or East Sussex County Council Planning Committee meetings as shall be required.
- When necessary, applications may be considered by the Chair, Deputy Chair and one other Councillor, by way of the delegated process. If the Chair or vice chair are unavailable or have an interest the Mayor or Deputy Mayor may consider the applications.
- Committee to discuss and make recommendations with delegated authority on the following:
 1. planning applications
 2. majors planning applications
 3. enforcement notices
 4. appeal notices
 5. justice licences

6. tree preservation orders
 7. conservation areas and listed buildings
 8. Local Development Framework/ Local Plan
 9. Polegate Master Plan and reviews
 10. Street naming requests
- 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.
 - Refer a planning application received by the Council to the Chair of planning or in his /her absence the vice-Chair or in his absence the Chairman 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.