

## TERMS OF REFERENCE

### PLANNING AND TRAFFIC COMMITTEE

#### Approved at the Annual Meeting of Council 19 May 2015

#### 1. Membership and frequency of meetings

A minimum of six places will be available for Members of the Council who will meet in Committee, at such intervals as may be required to meet District Council deadlines, to consider the Council's responses to Planning Applications and other matters referred to the Council by the local planning authority. At every third meeting there will be a full agenda to allow the Committee to consider other planning and traffic issues and members of the public to ask questions and make comments about matters within the terms of reference of the Committee.

#### 2. Terms of Reference

- i) To examine and make recommendations to the Council on all major planning applications; and on national and regional planning policy and the Local Development Framework. In cases where a response is required before the next ordinary meeting of the Council and the Chairman of the Council agrees that an extraordinary meeting of the Council is not necessary, the Committee shall deal with the matter. A major planning application shall be defined as one which has a significant effect on the Parish of Lindfield as a whole, whether in terms of the environment, infrastructure, the local economy, traffic, or transport.
- ii) To examine and deal with on behalf of the Council, all other planning applications/tree preservation order matters/footpath creation orders. The Committee shall agree a procedure for dealing with urgent planning applications which are not major but are required to be dealt with before the next meeting of the Committee. (Currently the procedure is as set out in Standing Orders, which is that the matter is delegated to the Clerk or other appropriate Officer of the Council, in consultation with the Chairman and Vice Chairman of this Committee.)
- iii) To examine and make recommendations to the Council on all traffic issues, and new highway facilities, which affect the Parish, (and which are the responsibility of West Sussex County Council) with the exception of highways maintenance matters which fall within the Terms of Reference of the Environment and Amenities Committee. Any urgent and non-controversial traffic related matters which need to be dealt with on behalf of the Council before the next meeting of the Committee, may be dealt with, on behalf of the Council, by the Clerk or other appropriate Officer of the Council, in consultation with any two Members, one of whom must be the Chairman or Vice Chairman of the Committee (or in the absence of both of them, the Chairman or Vice Chairman of the Council).
- iv) To make recommendations to the Council on the detailed Planning and Traffic Committee budget and to manage the Committee's activities within the detailed budget approved by the Council, whilst recognising that "provisions" for specific items will still require approval by the Council.
- v) The Committee may delegate any of its functions to Sub-Committees constructed from its members or to an officer of the Council.