



NEWICK PARISH COUNCIL

Terms of Reference for the Planning Committee

Scope

- The Committee will examine planning applications received and make comments within the timescales required by Lewes District Council, giving the reasons for the acceptance or rejection of each application. If it is felt that the application is controversial then the Clerk will be asked to request that the application is deferred for consideration by the full Parish Council.
- The Committee will oversee developments and issues arising from implementing the Neighbourhood Plan for the Civil Parish of Newick.
- It will consider the potential impact on Newick of developments in neighbouring parishes and the Lewes District Plan.
- It will monitor relevant legislation including emerging legislation and guidance.
- The Committee will represent the Council at any appeals made to LDC.

Composition:

- The Committee will be comprised of not less than three members.
- The Committee will appoint a Chairman and a Vice Chairman.
- The Committee may appoint residents or others with the relevant qualifications or experience to assist it.
- The Committee may be assisted by officers from Lewes District Council's Planning Policy Section.

Quorum:

- This will be three, two of which must be members of the Parish Council.

Meetings:

- The agenda of the Planning Committee will be incorporated within the agenda of the Parish Council meeting held on the second Monday of each month.
- Additionally, the committee may normally meet on the fourth Monday of each month. The Committee may schedule additional meetings as often as required and as issues arise.
- The Committee shall report back to the full Council its progress, findings and results as these become available.

Special procedures:

- In the event of an application potentially having a high impact upon the Parish, every effort to engage with the public to establish their view is to be made prior to the meeting at which it is to be considered.
- This process will normally be conducted via the NPC website and Social media. In exceptional circumstance the Chairman, Chair of Planning and The Clerk, may decide it appropriate to hold a Parish Meeting to obtain Parish feedback.
- If the normal NPC meeting venue cannot practically or safely accommodate the number of residents considered likely to attend, then the use of alternative accommodation within the village should be considered by the Chair, the Chair of Planning and the Clerk.
- A Parish Meeting is a public event and not a formal meeting of the Council. NPC consideration of such a Planning application will be made at the next subsequent meeting of NPC at its normal time and place in accordance with NPC Standing Orders subject to the special conditions above.

Adopted 11th March 2024

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