



PLANNING & ENVIRONMENT COMMITTEE TERMS OF REFERENCE

OBJECTIVE

Rotherfield Parish Council is an advisory body to the Local Planning Authority, Wealden District Council, for all planning applications that relate to the parish area.

The Planning Committee is constituted to consider and respond on behalf of the Council with respect to such applications.

MEMBERSHIP

- Membership shall consist of a minimum of six Council members elected annually, along with the Chair and Vice Chair of the Parish Council as “ex officio” members of all the Council’s Committees.
- A Chair and Vice Chair of the committee shall be elected at the Annual Meeting of the Council and the members appointed.
- A quorum shall consist of the Chair and three further members.

AREAS OF RESPONSIBILITY

The Planning Committee has the delegated authority from Rotherfield Parish Council to undertake the following items: -

- Make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- Make representations in respect of appeals against the refusal of planning permission.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered breaches of planning regulations and/or those relating to listed buildings, buildings within the Rotherfield Village Conservation Area or the High Weald AONB.
- Monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- Deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
- Consider and respond to planning policy related consultations from Local and Central Government.
- Deal with urgent matters that would normally fall within the remit of the Highways Lighting and Transport Committee, Recreation and Burial Committee or Full Council. These may be considered at a meeting of this Committee subject to consultation and agreement of the Council Chair or Chair of the relevant Committee.
- The Planning Committee has been given delegated powers to make decisions on planning applications, in accordance with their terms of reference. Therefore, Chair and Deputy Chair of the Committee plus one other member of the committee may make a delegated decision in respect of a planning application to expedite the decision making process. This decision will be reported back to the committee. In the case of emergency where a plan must be consulted upon under the delegated process and the Committee Chair, Vice Chair or both, are unavailable the Clerk may contact the Chair or Vice Chair (or both) of the Council to make up the delegated committee.

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Clerk & RFO: Adam J Hardy, 3 Trinity Mews, Mill Crescent, Crowborough, East Sussex TN6 2QU

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Parish Council Website: www.rotherfieldparishcouncil.co.uk and on Facebook



PLANNING APPLICATIONS

Details of Planning applications and paper copies of associated plans and documents shall be provided to the Chair and Vice Chair on a weekly business so that they may make a visit to the locations involved should it be deemed necessary. Members of the Committee are encouraged to view details of forthcoming applications on the Wealden District Council Planning Website prior to the Committee meeting.

MEETINGS

- The Clerk will compile a meeting timetable each year for the Committee to enable applications to be considered, and responses made, within the 21-day consultation period required by Wealden District Council.
- The Chair of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale. They may cancel meetings if there is no business to consider or recommend the incorporation of the business of the Committee meeting within a monthly full council meeting if expedient due to a low volume of business for consideration, or during a holiday period.
- The Planning Committee has an obligation to ensure that all comments received by the Parish Council, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
- All Councillors are welcome to attend meetings of this Committee but only those appointed to it may participate and vote.
- Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting. Draft minutes will be circulated to all Council members and published on the Council website as soon as available.
- All planning applications, Parish Council responses, and eventual decision by the relevant Planning Authority shall be noted in the minutes of the Committee meeting.

RESPONSES

- The Parish Clerk will communicate the Committee's decision in respect of applications considered via the Wealden District Council Planning website or by other means if necessary. The Clerk is to ensure that these decisions arrive within the timescale for each application.
- Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
- Wherever possible, a member of the Planning Committee is to be nominated to attend the Planning Authority's Planning Committee meetings to represent the Council's views in respect of controversial planning applications.
- All correspondence should be conducted through the Parish Clerk wherever possible.

Review

These terms of reference are to be reviewed annually.

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