

Terms of Reference Planning Committee

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Introduction

Lancing Parish Council has appointed a number of Committees to undertake the work for and on behalf of the Council. The Committees will abide by the criteria detailed in the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

Legal References

General Data Protection Regulations 2018, Adopted Standing Orders, Adopted Financial Regulations, Adopted Code of Conduct, Public Sector Bodies (Websites and Mobile Applications), Accessibility Act 2018, Localism Act 2011, Local Government Act 2003, Local Government Act 1972, Nolan Principles of Life, Public Bodies (Admission to Meeting) Act 1960. Planning Act 2008, Planning and Compulsory Purchase Act 2004, Local Government Act 2003, Planning and Compensation Act 1991, Town and Country Planning Act 1990, National Planning Framework, Adur Local Plan (This list is not exhaustive)

Remit

To consider and make responses to all planning related matters.

Composition

Seven (7) elected members. In addition, the Chair and Vice-Chair of the Council shall be ex-officio members with full voting rights.

Substitute members are permitted if the meeting will be inquorate, providing statutory notice has been given and in consultation with the Clerk.

- Councillors arrange their own substitutes.
- Notification by 12pm on the day of the meeting stating the name of the substitute by the Members apologising.
- Record substitutions in agendas and minutes.

Members will be agreed at the Annual Meeting held in May.

Note: All Councillors not elected to the Planning Committee may attend public sessions and participate in the meeting but have no voting rights.

Quorum

Four (4) members must be present for meetings of the Planning Committee to take place.

Chairmanship

The Chair and Vice-Chair to be elected by the members of the committee at the first committee meeting held in each Council year.

Meetings

Planning Committee meetings will take place in accordance with the schedule of meeting dates agreed at the annual meeting each year in May.

All meetings will usually take place in the Council Chamber, Parish Hall, South Street, Lancing. Meetings will usually start at 6:30pm.

Extraordinary meetings may be arranged as necessary.

Urgent Business

If a matter is deemed “urgent” and if outside scheduled committee meetings and with the consent of the Chair of the Planning Committee and the Chair of the Council or Vice Chair of the Council, “urgent” matters can be agreed by the use of an “Urgent Consultation Panel”. The Panel will consist of the Chair, the Vice Chair, and the Chair and Vice-Chair of the Planning Committee. Should delegated panel members not be available, substitute members may be allowed in consultation with the Clerk. All decisions agreed by the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

Terms of Reference

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government act 1972, section 2, schedule 16 considering relevant legislation, policies, material considerations and local knowledge and views.
- b) To make representations in respect of appeals against the refusal of planning permission.
- c) Attendance at Planning Inspectorate appeal meetings as and when the necessity / opportunity arises.
- d) To identify and make representation to the relevant authorities in respect of enforcement action or matters considered to be in breach of planning regulations.
- e) To consider and monitor Parish development plans (including the Adur Local Plan)
- f) To bear in mind environmental aspects when considering planning applications.
- g) To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications.
- h) Attending site meetings as and when the necessity / opportunity arises.
- i) To make recommendations regarding street naming.
- j) To report any enforcement issues noted by members.
- k) To identify and attend training.
- l) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.