

# **FELPHAM PARISH COUNCIL**

## **EXECUTIVE COMMITTEE REMITS**

**Version 1 Issue 1**

**September 2021**

### **PLANNING AND LICENSING & NEIGHBOURHOOD PLAN COMMITTEE**

**PLANNING, LICENCING AND NEIGHBOURHOOD PLAN (PL&NP)**

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| <b><u>Membership:</u></b><br>Parish Councillors and Ex-officio. | <b><u>Quorum:</u></b><br>Three Councillors with voting rights.                  |
| <b><u>Planned Meetings:</u></b><br>Monthly.                     | <b><u>Periodic Review of Remit:</u></b><br>Annually each May by this Committee. |

**PURPOSE:**

The Committee has the executive and delegated powers to assess and respond in a timely manner to planning applications within the parish of Felpham or that directly affect Felpham or that we have been invited to respond to as a consultee. Decisions must consider the requirements of current planning regulations, the Felpham Neighbourhood Plan and The Arun Local Plan.

In exceptional circumstances, the Committee Chairman may act alone if necessary. In these circumstances the Chair will report their decision and the rationale at the next meeting.

Develop, monitor and where necessary update the Felpham Neighbourhood Plan (NP) along with the Felpham Design Guide (FDG). A separate subgroup may, if required be set up to review, amend and submit for approval through the PL&NP Committee to Main Council either of these documents following guidance from the relevant authority that this is or may be required.

**Terms of Reference:**

The Committee will elect a Chairman and Vice Chairman from within its own membership. Non-voting participants/members of the public are welcome to attend the meetings and if it is in relation to a specific application they may be permitted to speak if they so request. It is usual for the Councillors at the meeting to agree and it may be necessary to set a time limit.

Review planning applications within the Parish and either approve or object in line with planning policy & regulations, building regulations, ADC local planning policies, the NP/FDG or ADC Local Plan. If an objection is lodged, it must be supported by reasons and if appropriate referring to the guidance, policies, or statutory regulations.

In exceptional circumstances the committee or its representative(s) may be asked to attend meetings, including planning meetings at ADC, should it be necessary, and to either report back to Council and/or comment on significant planning applications which may not be located within the Parish, but have the potential to directly affect the Parish of Felpham or its residents. An account of the meeting/consultation will be reported to the Committee at the next meeting.

Develop, produce and submit to Main Council for final approval a NP. This plan, once approved must be submitted to ADC for adoption within the ADC development framework.

To review and comment on licensing applications as appropriate.

**Financial Delegation & Responsibility:**

To be responsible for budgets directly related to the Terms of Reference.

The relevant extracts of Section 4.1 of the Felpham Parish Council Financial Regulations (amended May 2021) indicate the following authority to spend:

Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is determined by:

1. Up to £500, the Clerk, in conjunction with the Chair of the Council or Chair of the appropriate Committee.
2. For sums between £501.00 and £1,000.00 the appropriate Committee.
3. Sums above £1,001.00 must be referred to Main Council for approval.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

**Minutes and Records:**

Accurate minutes will be kept of all meetings. Initially these will initially be reviewed by the Chair of this Committee to ensure they are, as far as reasonably practicable a true and accurate reflection of the meeting. Once completed the minutes may be posted on the Parish Council website but must be labelled as "Draft".

The minutes will be formally approved for accuracy by those Councillors who attended the Committee meeting at the next Main Council meeting. The content of the minutes and matters arising may be subject to further debate by Main Council

Where, under this remit the Committee are authorised to make decisions or resolutions these will be suitably recorded as such.

Where a decision is needed on a subject brought to this Committee, but which the Committee feels it inappropriate to decide on, either because it falls outside the remit of this group, or it has significant and/or wider reaching implications which require a decision by Full Council then this will be clearly indicated in the minutes. The Committee may make a recommendation, which it may present to Main Council, or it may defer the decision, without recommendation. In either case Main Council will make the final decision.