



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

Bracklesham Barn, Beech Avenue
Bracklesham Bay, East Wittering, PO20 8HU
Telephone: 01243 673588

enquiries@eastwitteringbrackleshampc.org.uk

VAT reg. no. 135837105

PLANNING COMMITTEE TERMS OF REFERENCE

1. The Planning Committee is constituted as a Standing Committee of East Wittering and Bracklesham Parish Council.
2. The Committee composition shall be a minimum of four and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the Planning Committee constituting a quorum.
3. Membership of the Planning Committee shall be ratified at the Annual Council Meeting in May of each year.
4. The Chairman and Vice-Chairman shall be elected annually by the Committee.
5. The Planning Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Planning Committee shall meet every 3 weeks. Where the meeting date falls within a recognised holiday period (Christmas/New Year) the decisions shall be resolved through written comments via the Clerk.
7. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.
8. The Committee shall have delegated executive powers to consider all planning applications pertaining to East Wittering and Bracklesham and to respond to Chichester District Council Planning Authority.
9. The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters and objectors shall have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.
10. Any member of the Planning Committee can ask the Clerk to request an extension of time from Chichester District Council in order to adequately respond to an application.
11. Where a site visit is requested by an applicant or an objector the member of the Planning Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.
12. Where the Planning Committee objects to an application the Chair of the Committee is authorised to attend the Chichester District Council Area Development Control Committee (South) and to speak on behalf of the Parish Council.
13. The Planning Committee shall consider matters pertaining to traffic management/road safety and the environment.
14. The Planning Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee.
15. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
16. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Parish Council

Reviewed & Adopted 14/05/26 Minutes ref 26.059.5

Reviewed & Adopted 08/05/25 Minutes ref 25.55.5

Reviewed & Adopted 09/05/24 Minute ref. 24.60.5

Adopted 11/05/23 Minute ref. 23.66.7



EAST WITTERING & BRACKLESHAM PARISH COUNCIL

Bracklesham Barn, Beech Avenue
Bracklesham Bay, East Wittering, PO20 8HU
Telephone: 01243 673588

enquiries@eastwitteringbrackleshampc.org.uk

VAT reg. no. 135837105

Reviewed & Adopted 14/05/26 Minutes ref 26.059.5
Reviewed & Adopted 08/05/25 Minutes ref 25.55.5
Reviewed & Adopted 09/05/24 Minute ref. 24.60.5
Adopted 11/05/23 Minute ref. 23.66.7