

## **HEATHFIELD AND WALDRON PARISH COUNCIL**

### **PLANNING AND HIGHWAYS COMMITTEE**

#### **Terms of Reference**

The Planning and Highways Committee (PH) makes recommendations on planning applications within the parish, raises issues and concerns about highways with ESCC and monitors street lighting in the parish, including provision of new street lighting where appropriate. The PH Committee also makes comments or representations in respect of public transport, and planning and related policy.

#### **Membership**

The Committee shall consist of Members of the Parish Council including the Chairman and/or Vice-Chairman who shall have full voting rights. The Committee shall invite non-councillor members to join the Committee where they may have expertise to offer on a particular subject but non-councillors shall not have voting rights.

Meetings shall be open to the public unless a Resolution is passed relating to a particular item on the agenda that the business to be transacted is prejudicial to the public interest by reason of its confidential nature or other special reason, which shall be duly recorded.

Committee members are required to attend relevant planning training before becoming a committee member. The nature of the relevant training will be recommended by the Chair or in their absence Vice Chair of the Planning and Highways Committee. Members will also be required to attend any relevant on going recommended by the Chair or in their absence Vice Chair of the Planning and Highways Committee. Members are also required to review any documentation relating to agenda items prior to attending the meeting. The Councillor presenting the planning applications will have researched them.

The Council may vote to disqualify any member of the committee from a meeting or from the actual committee, if it is felt that a particular councillor is disrupting the work of the committee.

#### **Quorum**

A quorum must comprise of a third of the committee members or at least three voting members, whichever is the higher.

#### **Chairman**

At each annual Council meeting, in an election year, members of the Committee will elect, from its number, the Chair and Vice-Chair of the Committee. In a non-election year, the Chair and Vice-Chair of the Committee will be elected at the first meeting of the Committee after the Council annual meeting

Prior to the issuing of the agenda for the meeting, the Chair of the Committee will liaise with

the Assistant Clerk over the items to appear on it.

## **Meetings**

The PH Committee shall meet as required, every three weeks normally on a Monday (frequency determined by consultation deadlines on planning applications) but not less than quarterly, except where otherwise agreed. Where necessary, and where the law allows, meetings will be held online.

Meetings will be supported by the Assistant Clerk, or in her absence, by another member of staff.

The Agenda and notice of the meeting will be notified at least 3 clear working days in advance, in accordance with paragraph 2 of Standing Orders.

If a Committee member is unable to attend the meeting they should, where possible, inform the Parish Council no later than noon on the day of the meeting.

Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the PH Committee at its next meeting.

## **Purpose**

To make recommendations on planning applications to the Planning Authority, Wealden District Council

To raise awareness of highway issues and concerns with ESCC

To maintain fingerpost signs within the Parish

To monitor and maintain the parish street lights and to make recommendations for, or provide new street lighting as required

To make comments on public transport consultations and to make representations when required.

To respond and make comments to public and planning policy consultations and other related documents from Wealden District Council, East Sussex County Council and other appropriate organisations.

## **Authority**

Delegated powers to respond to planning application consultations and planning policy documents from Wealden District Council, and other appropriate organisations.

To set an annual budget at an appropriate level to ensure the responsibilities of the Committee can be met and to approve expenditure as required

To monitor and maintain fingerpost signs within the parish, for which ownership rests with ESCC

To respond to consultations on public transports issues and to make representations where necessary

To monitor and maintain the parish street lighting columns and to provide new lighting where appropriate

To have regard to risk management implications in terms of activities of the Committee and to assess any impact of decisions made

To assess any impact on the reputation of the Council in respect of decisions made and to consult with residents where appropriate

To consider implications under the Crime and Disorder Act 1998 Section 17

F Hensher  
May 2026