

HORAM PARISH COUNCIL
PLANNING AND HIGHWAYS COMMITTEE
ADOPTED MAY 2026

Terms of Reference

The Planning and Highways Committee makes recommendations on planning applications within the Parish, represents the PC at planning appeals, raises issues and concerns about highways with ESCC. The PH Committee also make comments or representations in respect of public transport, and planning and related policy.

Membership

The Committee shall consist of 7 members of the Parish Council. 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 review any documentation relating to agenda items prior to attending the meeting.

Quorum

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

Chairman

The Chairman and Vice-Chairman of the Committee will be elected at the first meeting of the Committee after the Annual Meeting of the Council.

Prior to the issuing of the agenda for the meeting, the Chairman of the Committee will liaise with the Clerk over the items to appear on it.

Meetings

The PH Committee shall meet as required, every two weeks (frequency determined by consultation deadlines on planning applications) but not less than quarterly, except where otherwise agreed. The first planning meeting of the month is held on the second Wednesday of the month, and this is followed by a meeting of Full Council. The second planning meeting of the month is held on a Monday, except on bank holidays or where otherwise agreed. All meetings are held in the Horam Centre.

Meetings will be supported by the 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 Item 3 of Standing Orders.

If a committee member is unable to attend the meeting they should, where possible, inform the Clerk 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 represent the parish council at Planning Appeals.

To raise awareness of highway issues and concerns with ESCC.

To make comments on public transport consultations and to agree a representative at WDC planning appeals 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.

Delegated powers to represent the parish council at Planning Appeals.

To respond to public / planning policy/ public transport consultations and to make representations where necessary.

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.

Jackie Cottrell
Clerk
May 2026

