



## **HOUSING, TRANSPORT & PLANNING COMMITTEE (HTPC)**

### **TERMS OF REFERENCE**

#### **Objectives**

1. The committee is to ensure that the agreed policies for the parish council contained in the list attached to these terms of reference are pursued.
2. To respond to planning applications and development proposals from residents, developers and other parties; and to respond to proposals and consultations from other authorities on planning and development matters.
3. The work of the committee will include the setting up of sub-committees as appropriate to ensure that the work is progressed.
4. The committee will represent the views of the Parish Council on planning matters at all stages of the planning process.

#### **Membership**

5. The membership of the committee is to be set at the Annual Parish Council Meeting in May of each year.
6. The minimum number of councillors will be 6 and the maximum 8, with a quorum of 3 at each meeting.

#### **Meetings**

7. The **HTP Committee** will meet every three weeks to consider planning applications received from Arun District Council.
8. Every third meeting will have an agenda that will cover all aspects of the committee's work.
9. Matters other than planning applications may be considered at all meetings of the committee, but these must be placed on the agenda at the time of the meeting summons.

#### **Detailed Role**

10. To drive, on an ongoing basis, the Parish's project needs in respect of the listed policies.
11. To identify requirements for provision of additional projects by the Parish, subject to authorisation of associated expenditure by the Full Council, unless such authority has been delegated by the Full Council to the HTPC.
12. The HTPC can set up sub-committees to consider the fulfilment of some of the policy areas for which it is responsible.
13. In accordance with Standing Orders, the committee may co-opt members of the public to attend its meetings, but with the usual restrictions on voting and only after a declaration that they would adhere to the normal Code of Conduct for councillors.

14. One role of this committee is to consider planning applications received by the respective Planning Authorities and to respond by the due date on the basis of planning considerations only.
15. Major planning applications will be notified to the HTPC, but the detailed consideration might be referred by the Full Council if that is appropriate.
16. Matters of major policy documents relevant specifically to planning and development may be considered by this committee, but the response will be formulated only after consideration by the Full Council.
17. Transport will include all matters on the highway and it will be necessary for the committee to deal with the Highway Authority for all such issues.

#### **Scheme of Delegation**

18. The Full Council delegates the above roles to the HTPC on the basis that the resultant work is being undertaken for the Parish Council as a whole.
19. Funds may be made available to carry out agreed projects of the Parish Council, in conjunction with the Parish Clerk.
20. Where funds are required for projects, a request will be made to the Full Council to provide funds from the General or, if appropriate, Earmarked Reserves.
21. These roles will be delegated to the HTP and there will be an appraisal carried out on progress at least annually.

Parish Policy No.	Objective	Neighbourhood Plan Policy
HTP 1	<u>Retain the rural character of Angmering,</u>  1.1 Protect and preserve the rural character of Angmering, its historical heritage and its environment. Allow it to grow in a way that minimizes the impact of this growth.	Policies HD1 to HD8
	1.2 Ensure that new development is provided to meet local needs, reflects the local character and setting and provides adequate off-road parking.	EH1 & EH2
HTP 2	<u>Local Economy</u>  2.1 Ensure that existing retail and employment building uses are protected.	ER1 & ER2
	2.2 Attract business and employment into the village.	
	2.3 Improve employment skills of residents.	
	2.4 Encourage the development of tourism.	
HTP 3	<u>Traffic Management</u>  3.1 Ensure that new development does not add to existing traffic problems.	TM1
	3.2 Improve car parking provision over the whole parish.	TM3 & TM4
	3.3 Improve footpaths and cycle-ways and provide safe routes to schools,	TM2
	3.4 Reduce car dependency and improve the mobility of housebound residents.	