APPENDIX B

Planning Development and Highways Committee

Terms of Reference November 2026

Introduction

The role of the Planning, Development and Highways Cttee is to monitor the implications of planning and development within the Town Council's area, as well as Highways Matters.

The Cttee can respond to applications, decisions and consultations on behalf of the Town Council.

1.1 Membership

a. This Cttee will consist of SEVEN Cllrs.
b. The Mayor and Deputy Mayor will be ex-officio members without voting rights.

1.2 Meetings

a. Meetings will be monthly, taking place immediately before the meeting of another Council Cttee.
b. There will be no meeting in August unless there is urgent business as directed by the Chairman.

1.3. Responsibilities

a. To consider all planning applications submitted to Rother DC and ESCC for the area covered by the Town Council and make representations, AND to be aware of planning policy and supplementary planning documents when responding to applications.
b. To review planning and enforcement appeals and submit additional representations if required.
c. To report planning enforcement matters to the relevant authority.
d. To comment on licensing applications if appropriate.
e. To respond to ESCC on Highways Matters if appropriate.
f. To liaise with RDC and developers to consider the appropriate type of housing including low-cost housing schemes.
g. To encourage the use of environmental initiatives for all development, for example the installation of porous surfacing and energy efficiency measures.

h. To make recommendations regarding street naming.
i. To undertake necessary training.

1.4 Rights and Powers

a. To respond to all planning applications on behalf of the Town Council.
b. To appoint members to attend external planning cttee meetings and speak in support of Town Council submissions where appropriate.

2 Dates of meetings 26/27

December 2nd	Before Engagement and Comms Cttee
January 13th	Before Finance and Audit Cttee
February 3rd	Before Engagement and Comms
March 3rd	Before Amenities Cttee
April 7th	Before Engagement and Comms Cttee

The dates for the period after this will be set at the Annual Meeting of Full Council.