



NUTHURST PARISH COUNCIL COMMITTEES TERMS OF REFERENCE

Date Adopted	Minute Number	Review Date
May 2019	012-19/20	May 2020
May 2020	018-20/21	May 2021
May 2021	010-21/22	May 2022
Dec 2022	145-22/23	June 2023
July 2023		May 2024
June 24	413-24/25	May/June 25

PLANNING, ROADS & FOOTPATHS COMMITTEE

Number of Committee members: minimum of 4 to include the Chair and Vice Chair of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Dates of Meetings: Third Wednesday of each month

Place and Time of Meetings: to be held at Copsale Hall, Bar Lane, Copsale, RH13 6QT, commencing at 7.30pm

Planning Roles and functions:

- To consider planning applications subject to applications received from Horsham District Council (with additional meetings as required to meet Local Planning Authority deadlines)
- To make representations to the Local Planning Authority (Horsham District Council) on any applications and amendments to applications that have been notified to the Parish Council in accordance with the Town and Country Planning Act 1990 paragraph 8 schedule 1 and any other planning matters that affect the parish.
- To consider and monitor the Parish Neighbourhood Plan ('Made' by Horsham District Council 21st October 2015)
- To consider and monitor the Parish Design Statement (adopted by Horsham District Council as a supplementary planning document on the 25th May 2017).

- To review the Nuthurst Parish Plan (every 6 months)
- Delegate to the Tree Wardens all planning applications in relation to Tree Preservation Orders and to make comment to the Local Planning Authority on all applications having due regard to the recommendations from the Tree Wardens.
- To seek high standards of planning for all new development within the parish with reference to all appropriate local and statutory planning policies and plans.
- To consider and respond to local Mineral Plan consultations

Road & Footpaths Roles and Functions

- To make effective representations in respect of all public enquiries and/or meetings in public where appropriate.
- Monitor the general environment of the Parish is so far as is possible and report any maintenance or potential hazards with regard to footpaths and bridleways.
- To participate in Speed Reduction initiatives.

COMPLAINTS COMMITTEE

Number of Committee members: minimum of 3 to include the Chair of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held ad-hoc when needed.

Roles and Functions

- To handle complaints
- To meet when required

FINANCE COMMITTEE

Number of Committee members: minimum of 3 to include either the Chairman or Vice-Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Copsale Hall, Bar Lane, Copsale RH1 6QT

Roles and Functions:

- To hold a budget meeting in November (annually)
- To recommend to the council an annual budget and precept
- To review the Parish Councils Insurance cover for all insured risks (agreement with Came & Co – annual renewal date 1st June)
- To regularly monitor income and expenditure on a quarterly basis, and to make recommendations to the council
- To hold meetings of the Finance Committee at least twice a year.
- Check bank reconciliations quarterly

STAFFING COMMITTEE

Number of Committee members: minimum of 3 to include either the Chairman or Vice-Chairman of the Parish Council

The Quorum to be comprised of no less than 3 members of the Committee

The Chairman of the committee to be elected, as the first item of business, at the first meeting of the committee after the Annual Meeting of the Parish Council

Meetings to be held in: Copsale Hall, Bar Lane, Copsale RH1 6QT

Roles and Functions

- To resolve staffing issues
- To meet when required