



Chichester City Council

Terms of Reference Planning and Conservation Committee

1. The Planning and Conservation Committee is constituted as a Standing Committee of Chichester City Council.
2. The Committee composition shall be a minimum of three and no more than six Councillors as voting members with at least one third of the number of members and not less than three members of the group constituting a quorum.
3. The Chairman of the Council shall be an ex-officio member of the Planning and Conservation Committee.
4. Membership of the Committee shall be ratified at the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Committee.
6. The Planning and Conservation Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Planning and Conservation Committee shall meet monthly and the dates shall be included in the Schedule of Meetings
8. The Planning and Conservation Committee shall be delegated to make decisions on behalf of the Council in the following matters:
 - a. To comment on planning applications received from the Planning Authority
 - b. Street Naming
 - c. Licensing Matters
 - d. To comment on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
 - e. Neighbourhood planning
 - f. Traffic and transport matters.
 - g. Nature and biodiversity net gain improvements and environmental monitoring.
 - h. Issues related to the provision of public amenities in the city centre including, but not limited to, planting schemes, hanging baskets and street furniture.
 - i. Meeting net zero targets and mitigating climate change impacts.
 - j. Approval of expenditure items within the Committee's existing annual budget relating to activities delegated to the Committee by Council.
 - k. To appoint and dissolve such Sub-Committees and Working Groups as may be necessary to fulfil the above requirements.
 - l. Monitoring of new projects and initiatives put forward by this committee.

9. The following matters are reserved to the Council for decision but the Committee may make recommendations:
 - a. Recommendation of the Committee's budget to the Finance Committee each financial year.
10. The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the City Council Standing Orders.
11. Any member of the Planning Committee can ask the Clerk to request an extension of time from Chichester District Council to adequately respond to an application.
12. Where a site visit is requested by an applicant or an objector the member of the Planning and Conservation Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.
13. Where the Planning and Conservation Committee object to an application the Chair of the Committee is authorised to attend the relevant Chichester District Council Planning Committee and to speak on behalf of the City Council.
14. The recommendations and decisions made at the Planning and Conservation Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
15. All correspondence shall be conducted through the Town Clerk wherever possible.
16. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Adopted: 24 September 2025

Minute ref.: COUNCIL2025/11 (Meeting of Council – 24 September 2025)