



DITCHLING PARISH COUNCIL

Ditchling Village Hall 18 Lewes Road Ditchling East Sussex BN6 8TT
Tel: 01273 844733 Email: parishoffice@ditchling-pc.gov.uk

Terms of Reference for the Ditchling Parish Council Planning Working Group

Purpose To support the Parish Council by reviewing planning applications and preparing recommendations for consideration by the council/

Responsibilities

- Review planning applications and identify relevant planning policies and local impacts.
- Provide written recommendations for inclusion on Parish Council agendas
- Monitor planning policy changes affecting the parish.

Membership Composed of appointed Parish Councillors with the Clerk attending meetings as required.

Delegated Authority Where a planning response deadline falls before the next scheduled Parish Council meeting, the Working Group is authorised to agree comments by email and submit the to the Clerk for onward submission to the Local Planning Authority. These comments must be reported to the next Council meeting for noting.

Meetings and Reporting Meet as needed. Notes and recommendations will be submitted to the next Parish Council meeting.

Review Review annually or sooner if required.

Approved at the Parish Council Meeting on 26th May 2026