



Heybridge Parish Council

Planning Committee Terms of Reference

1. Objective

- 1.1 Heybridge Parish Council is an advisory body to the Local Planning Authority (Maldon District Council) for all planning applications that relate to the Parish and adjoining areas. It is the Local Authority for certain other matters which affect or are likely to affect the Parish.
- 1.2 Heybridge Parish Council hereby establishes a Planning Committee to consider and to act upon general matters and to refer its general concerns to the Local Planning Authority and to others where appropriate. The Committee is hereby delegated such powers from Council as are appropriate in respect of planning matters generally and in respect of planning applications submitted to the Local Planning Authority in particular.

2. Membership

- 2.1 Membership shall consist of up to seven Council Members appointed annually along with the Chairman of the Parish Council and such advisory members as the Council may determine.
- 2.2 Advisory Members may be appointed representing stakeholder interests within the Parish.
- 2.3 The Chairman of the committee shall be a Member elected from and by the membership.
- 2.4A quorum shall consist of the Committee Chairman and 2 further Members.
- 2.5 Voting shall be by Members and decisions shall be determined by simple majority. The Chairman of the Committee shall have a second casting vote when such use is required.

3. Areas of Responsibility

- 3.1 The Planning Committee has the delegated authority from Heybridge Parish Council:

- i) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- ii) To make representations in respect of appeals against the refusal of planning permission.
- iii) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- iv) To act in any other matter it considers appropriate in respect of its terms of reference in section 1.2
- v) To deal with any planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
- vi) To deal with issues relating to the Local Development Plan and to liaise with the Local Planning Authority in such of those matters which affect or are likely to affect the Parish, and are agreed Parish Council concerns.

4. Planning Applications

- 4.1 Planning applications shall be circulated to Planning Committee members as soon as possible after receipt from the Planning Authority by the Parish Clerk. The applications may be circulated to the Committee by email.

5. Meetings

- 5.1 The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Heybridge Parish Council.
- 5.2 The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the required timescale and that other planning matters within its responsibilities are considered according to their relevant time scale or in a timely manner.
- 5.3 The Planning Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.
- 5.4 Minutes of all meetings will be recorded by the Parish Clerk or by a person nominated by the Clerk and shall be circulated at the full meetings of Heybridge Parish Council. All planning applications, the responses and eventual results shall be noted in the minutes of Committee meetings.

6. Responses

- 6.1 The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered to the relevant Authority, or any other appropriate body and will ensure that these communications arrive within the timescale required by each application.

- 6.2 Where an application is subject to an appeal, the Committee is authorised to make written representation or to appoint a member of the Committee to attend the hearing or both.
- 6.3 Where appropriate, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of controversial planning applications or other matters which relate to planning matters and/or Local Development Plans.
- 6.4 All correspondence should be conducted through the Parish Clerk wherever possible.

7. Review

- 7.1 These terms of reference are to be reviewed annually at the Annual Meeting of the Heybridge Parish Council.

8. Status

The original terms of reference were adopted on 19 May 2011. These were amended on 15 August 2013 and subsequently adopted 19 September 2013. Amended in January 2014 and adopted 16 January 2014. Revised January 2015 (addition of advisory membership) and adopted 22 January 2015. Amended (objectives and scope of responsibilities) July 2015 and submitted for adoption 16 July 2015. Adopted 16th July 2015. Reviewed and agreed 18 May 2017.