



Planning Committee

Terms of Reference

The Planning Committee Terms of Reference were originally reviewed and approved by the Council at its meeting held on 28th September 2023 and will be reviewed biennially.

	Date	Minute Reference
New Version Adopted	28/09/2023	23/179
Review	28/05/2026	26/010 a)
Next Review	May 2028	

The Planning Committee sits and functions under the delegated authority of the Parish Council. Like the Full Council, it exercises its authority as a collective body.

The Planning Committee has the delegated authority to make decisions on behalf of the Full Council on matters within its areas of responsibility without the needs for these decisions to be ratified by the Full Council.

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members.

1. Objective

Nazeing Parish Council is an advisory body to the Local Planning Authority (Epping Forest District Council) for all planning applications that relate to the Parish area.

The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

2. Membership

2.1 All Parish Councillors are ex officio members of the Parish Planning Committee.

2.2 The Chairman and Vice Chairman of the Planning Committee are established at the Annual Parish Council Meeting.

2.3 The Council may appoint persons other than members of the Council to the committee but they may not vote.

2.5 Four Members of the Committee shall constitute a quorum for meetings.

2.6 The Assistant Clerk acts as secretary to the Committee and is responsible for the issuing of Agendas and Minutes of meetings.

3. Frequency of meetings and record keeping

3.1 Meetings held every month or more frequently if necessary.

3.2 If a decision on an application is required before the next Committee meeting it can either be included at the monthly Full Council Meeting or, if three clear days' notice cannot be given, the power to return comments to the Planning Authority can be delegated to the Clerk in consultation with the Chairman of the Committee and two other Councillors.

3.3 Written minutes will be taken to record decisions and will be circulated to all councillors for approval at the next Committee meeting.

4. Delegated powers and functions

4.1 Make written and/or oral representations to the Local Planning Authority on applications that have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16.

4.2 Make representations in respect of appeals against the refusal of planning permission.

- 4.3 Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- 4.4 To consider and monitor any Parish Development Plans approved by the Full Council.
- 4.5 To seek to ensure that the general environment within the Parish is monitored, so far as is possible and to report to the appropriate authority any potential hazards, breaches, etc.
- 4.6 To bear in mind environment aspects when considering planning applications.
- 4.7 To seek to ensure that appropriate landscaping is incorporated sympathetically in planning applications, when appropriate, to enhance the environment.
- 4.8 Make written and/or oral representations about planning applications to Essex County Council for mining, gravel extraction and waste disposal.
- 4.9 Respond to consultations about planning and related matters from Government, Essex County Council or EFDC.
- 4.10 Consider any modification or diversion orders relating to Public Rights of Way and make appropriate representations.
- 4.11 Make written and/or oral representations to Officers at Essex County Council about matters relating to roads and transport especially where there is a planning connection.
- 4.12 To nominate an individual member or person to speak at any Planning Meeting of any Authority or Inquiry.
- 4.13 If there is a planning application that is likely to have significant impact on residents over a wider area than immediate neighbours, to raise public awareness but make appropriate recommendations to Council beforehand should costs be involved.
- 4.14 Whenever possible, to seek Section 106 contributions from developers, financial or in kind, for the purpose of improving the infrastructure and amenities provided by the Parish.
- 4.15 Any major issues to be returned to full council.

5. Responses

- 5.1 The Clerk or Assistant Clerk will communicate to the local Planning Authority the Committee's decision in respect of the applications considered, unless a 'No comment' repose is recorded, in which case no response will be sent.
- 5.1 The Clerk or Assistant Clerk will submit representations on appeals via the Planning Inspectorates Appeal Casework Portal, within the deadline for comments to be received.
- 5.2 All correspondence should be directed through the Assistant Clerk.

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