



TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Tamasin Curtis

Avenley, New Road, Terling CM3 2PN

Tel: 07354 723482 or 07949 321312

Email: clerk@terlingfairstead-pc.gov.uk **Web** www.terlingandfairstead.org.uk

Terling and Fairstead Parish Council

Planning Committee Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders and Financial Regulations which are based on the National Association of Local Council's models.

1. General

- The Clerk will inform all Councillors of planning applications received. Any observations from Councillors will be considered by the members of the Planning Committee when preparing their response. Personal and direct representations may be made to BDC, ECC or the Planning Inspectorate.
- A formal planning committee meeting shall be convened between full Parish Council meetings for the purposes of discussing applications in an open forum.
- A vote will be held during the committee meeting to approve recommendations to be made to the Parish Council.
- Following the committee meeting and in accordance with the agreement reached, members of the Planning Committee will prepare a response to applications which will be formally approved at a Parish Council meeting unless the application deadline will expire prior to the date of the next Council meeting. In this case, under the Parish Council's Scheme of Delegation, the Clerk will request an extension to the deadline.
- In cases where an extension cannot be granted, the Clerk will convene Extraordinary Planning Committee and Parish Council meetings for the purposes of discussion and approval. Extraordinary meetings must be scheduled to allow adequate time for diary adjustment and review of papers, subject to a minimum of seven days between Planning Committee and Parish Council meetings and the circulation of papers a minimum of three working days in advance of meetings.
- All representations will be issued by the Clerk.
- Councillors should inform the Clerk if they or their agents have made a formal planning application.
- The Chair of the Planning Committee will seek approval from the Parish Council regarding all planning matters such as making representations in person at Local Authority or Planning Inspectorate meetings and comments involving the Local and County Plan. Representations will be in the form of a statement formally approved in the Parish Council meeting immediately before the intended representation.

2. Membership

- Membership of the committee will be confirmed as decided at the Annual Parish Council meeting each year. Parish Councillors may join the Planning Committee at any time. The Chairman of the Council shall be an ex officio member.
- The Committee shall be subject to a quorum of three of its members.

3. Chair

- The Chair of the Committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- The Vice-Chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.

4. Meetings



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- The Parish Clerk will schedule regular Planning Committee meetings and all extraordinary meetings in accordance with the timeframe set out in section 1.
- All meetings of the Planning Committee will be convened in accordance with the Parish Council's Standing Orders.
- Meetings will be minuted by the Parish Clerk or a member of the committee.

5. Responsibilities and Areas of Operation of the Planning Committee

- To consider planning applications in respect of impact to parishioners of Terling and Fairstead and submit approved comments and recommendations on the Parish Council's behalf to Braintree District Council/Essex County Council/Planning Inspectorate
- To study relevant plans, visit relevant sites, attend Planning Committee meetings and consider any comments from members of the public before proposing to submit comments or recommendations of support or objection. A record should be made of any informal preapplication approaches made by a parishioner or their agent.
- To ensure that any objections or recommendations consider both planning criteria and the longerterm benefit to villages and parishioners of Terling and Fairstead, performing a stewardship role, with particular reference to the Terling and Fairstead Village Design Statement.
- To consider consultations and correspondence regarding planning issues.
- To take note of decision notices in respect of planning applications received from Braintree District Council.
- To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- To liaise with the District and County Council, and any persons, groups or organisations regarding planning issues

Date Adopted: May 2023

Reviewed May 2024

Reviewed May 2025

Next Review May 2026