



TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Frankie Killby

3 Pilgrims Court, Cuckoo Hill, Bures, Essex CO8 5LF

Tel: 01787 227700 · Email: clerk@terlingandfairsteadpc.co.uk · 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.
- Members of the Planning Committee will prepare a response to applications which will be 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 determine whether the application will be considered by a Planning Committee meeting, the next full Council meeting or by email agreement from all Parish Councillors.
- 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 liaise with the Chair of the 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.

2. Membership

- Membership of the committee will be as decided at the Annual Parish Council meeting each year. 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

- The Parish Clerk will convene a meeting when considered necessary after consultation with the Chair of the Council and the Chair of the Planning Committee.
- All meetings of the Planning Committee will be convened in accordance with the Parish Council's Standing Orders.



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- Meetings will be minuted by the Parish Clerk or a member of the committee.

5. Powers of the Planning Committee

- The Planning committee shall be empowered to act on behalf of the Parish Council in respect of planning issues.
- In the event of a Public Inquiry called by the Secretary of State any formal representations will be discussed at a meeting of the Parish Council.

6. Responsibilities and Areas of Operation of the Planning Committee

- To consider planning applications in respect of properties and developments in Terling and Fairstead.
and submit comments and recommendations on the Parish Council's behalf to Braintree District Council/Essex County Council.
- To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection. A record should be made of any informal pre-application approaches made by a parishioner or their agent
- To ensure that any objections or recommendations are based solely on planning criteria.
- 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

Adopted August 2021

Next review May 2021