

ALDHAM PARISH COUNCIL

Planning Committee Terms of Reference

Definitions:

Minor Planning Applications: All householder planning applications, small scale non-residential development for business use or agricultural purposes, changes of use, listed building consent and applications under Advertisement Regulations.

Major Planning Applications: All other planning applications, including any application for new dwelling, or any application deemed of major significance to the village by the Chair or where the Parish is aware of residents' concerns or objections prior to responding to a consultation.

1. Purpose of the Committee

- This Committee is constituted to consider and make recommendations on behalf of the Parish Council on matters relating to planning at parish, city and county level, subject to exceptions set out below. It should seek to represent the majority views of Aldham residents on planning, taking into account of the character and amenities of the Parish and the protection of the area.

2. Membership

- shall consist of 4 members of the Full Council and will be elected to serve on the Committee annually at a Parish Council meeting of Aldham Parish Council.
- The quorum of the Planning Committee shall be 3 members.
- The Chairman of the Committee will be elected annually.
- The Committee shall meet as necessary to cover major or significant planning applications and other issues as may be relevant, or if the Chair considers it appropriate.
- The Committee will have circulated Agendas and Minutes of Meetings

3. Areas of Responsibility

- To review and make responses on behalf of the Parish Council on any Minor Planning Application as appropriate and ensure efficient responses in a timely manner to Colchester City Council of agreed recommendations.
- To make recommendations to the Parish Council on all major applications
- To liaise with residents on planning issues as may be necessary.
- To contact and liaise with the Planning Authority on enforcement issues as may be appropriate.
- To Liaise with planning and highways authorities on local and regional issues
- To periodically review the need for a Neighbourhood Plan for Aldham and to make recommendations to the Parish Council as necessary.
 - To make representations in respect of appeals against the refusal of planning permission and to request the call-in of application as necessary.
 - To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Group.
 - All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

4. Key Activities

- To consider and respond to all Minor Planning Applications received from the Planning Authority.
- To submit recommendations to the Parish Council for approval or otherwise in response to any Major Planning Application referred to the Parish Council.

- To consider and recommend responses on general planning consultations from principal authorities.
- To liaise with Colchester City Council on development of the Local Plan as it may impact upon the Parish and to make necessary responses on 'Calls for Sites'.
- To ensure that residents' views are properly represented in all planning matters.
- To keep under review the need for a Neighbourhood Plan and where appropriate make recommendations to the Council.

5. Process for dealing

- All Minor Planning Applications shall be circulated to the Planning Committee by email as soon as possible after receipt from Colchester City Council. The Clerk will coordinate a response to the City Council based on the email responses from the individual members of the Committee, reflecting the majority view.
- All Major applications shall be circulated to the Planning Committee by email and the Chair shall convene a meeting of the Planning Committee and a recommendation made to the next available meeting of the Parish Council.
- In the event that any application is considered to be of significant importance to the village the Chair, or any two members of the Planning Committee, may propose an Extraordinary Meeting of the Parish Council to consider the application.
- The Planning Committee will endeavour to ensure that any comments received prior to the deadline for response, from all relevant parties, applicants and objectors, for planning applications are considered prior to finalising a response.

6. Responses

- The Parish Clerk will communicate by email detailing the Committee's decision to Colchester City Council and will try to ensure that communications arrive within the timescale for each application.
- Where it is not possible to respond to the City Council's planning deadline for consultation before the next Parish Council Meeting, the Chair will either seek a deferral of the deadline to facilitate comments or will consult members informally to establish views and a recommended response.
- Where an application is subject to an appeal, and the Parish Council thinks it appropriate, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing/inquiry.

7. Review

- The determination of Advisory Groups and Committees and their terms of reference are to be reviewed annually at a Parish Council meeting of Aldham Parish Council.

Signed *Aldham Parish Council*

Dated 6th February 2024