



WRITTLÉ PARISH COUNCIL

Parish Office, The Green

Writtle, Chelmsford

Essex CM1 3DT

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TERMS OF REFERENCE

These Terms of Reference to be approved at Full Council on 13 May 2019

PLANNING & DEVELOPMENT COMMITTEE (PLN)

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

The Chair and Vice Chair plus other Councillors decided at the Annual Parish Council Meeting in May. Other Parish, City and County Councillors may attend but not vote.

Quorum

More than 50% of the Committee with a minimum of 3

Chair and Vice Chair

The Chair and Vice Chair shall be proposed and elected annually at the first meeting of the Committee after the Annual Parish Council Meeting by the members of the Committee

Objectives

- To fix the budget for the forthcoming year.
- To review spending.
- In general to ensure that the interests of parishioners are upheld and represented with respect to the overall planning of land, buildings and uses in the Parish and, where relevant, in adjoining parishes or across the city of Chelmsford, County of Essex or eastern region both through the statutory planning process or informally, whichever is the most effective.
- To comment on the merits of planning applications in the Parish and in adjoining areas in relation to the effect on the amenity, appearance, image and effect on the public spaces and highways in the Parish.
- To represent the views of parishioners with respect to planning applications or the planning and development merits of planning proposals considered through other statutory processes such as applications for alcohol and entertainment licences, the stopping up of footpaths etc.
- To enjoy delegated authority to represent the views of the Parish Council at informal or formal City, County or regional planning meetings, Committees or inquiries as necessary.
- To seek to represent the best interests of the Parish in meetings with other landowners, developers, the college, businesses etc.
- To seek to promote the enhancement of the public places in the Parish and in particular the local access routes, the village greens, the playing fields, the Conservation Area and listed buildings where relevant to and through the negotiation on planning applications, discussions with key parties and statutory authorities as necessary.
- To ensure that the views of the Development Committee or Parish Council as appropriate on planning applications are conveyed to the local planning authority within the consultation

deadline as far as is reasonably possible or otherwise by agreement and are forwarded in a style that is clear and presents in good English.

- To make representations on all other statutory planning documents or development proposals as requested with respect to their potential effect on the well-being of the Parish, including with respect to the City Council's Local Development Framework or Structure Plan and associated documents.
- In consideration of the planning applications and other statutory planning documents to seek to maintain the principles in the Village Design Statement, the emerging Parish Plan, the proposed Parish Action Plan and the underlying concept of the Metropolitan Green Belt around Writtle and the protection of the Areas of High Landscape and ecological value.
- To comment on the recommendations regarding tree preservation orders or works to trees within the Conservation Area or within the curtilage of listed buildings where requested and in discussion with the Parish Tree Warden.

Meetings

- Committee meetings will be held at intervals as appropriate to coincide with Chelmsford City Council Planning Committee meetings.
- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the Planning and Development Committee will report the work of the Committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.
- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.