



Planning Committee Terms of Reference

The Planning Terms of Reference were adopted by Stisted Parish Council at the Parish Meeting on 9th October 2024

The approved Standing Orders and Code of Conduct will apply to this Committee, its meetings and its members.

Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

1. Objective

The Planning Committee is constituted to consider and respond as required on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities. The Council is a statutory consultee.

2. Membership

Membership shall consist of a maximum of four Council members elected annually which may include the Chair of the council, but another person can stand as chair of this committee if required

The Chair of the Committee will be elected by the committee membership at the first meeting after the Annual Meeting of the Parish Council.

Non-Councillor members of the Committee may be appointed from time to time if this is considered appropriate. These members will not have voting rights unless this is expressly approved.

A quorum shall consist of two members.

3. Areas of Responsibility

The Planning Committee has the delegated authority from Stisted Parish Council:

- a) To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) To make representations in respect of appeals against the refusal of planning permission;
- c) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;



- d) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee; and
- f) The Clerk be given delegated powers for all Tree Preservation Orders to state that the Council comments are in line with the Tree Warden's recommendation if necessary. The planning application will be reported in the normal way on the planning list, with relevant comments.

4. Planning Applications

Planning applications shall be circulated to Planning Committee members and the Parish Council as they are received and at least five days before any Parish Council Planning Committee meeting, by the Parish Clerk. The applications may be viewed on the Planning Portal at Braintree District Council.

5. Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Stisted Parish Council with at least one meeting in the summer period, with other meetings called as required for urgent planning responses if they cannot be handled over email. The number of meetings will depend upon the volume of applications received in any one month, but as a minimum there will be one meeting in August during the "council recess" to address urgent applications

The Parish Clerk or the Chair of the Planning Committee may call additional Planning Committee meetings as and when necessary, to ensure that all Planning Applications received can be discussed and replied to within the timescale.

Planning applications shall be circulated to the Planning Committee as soon as possible after receipt by the Clerk. The applications will be circulated to the Committee by email. Planning applications will be considered by email discussion where possible.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Only members of the Committee may vote on agenda items but other Councillors may attend in that capacity and may speak with the permission of the Chair but shall not be entitled to vote.



Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings.

Where a meeting has been called it will be open to the public

6. Responses

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered, through the BDC portal for consultee comments.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

7. Review

These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council at the start of each new Council term.