

Langham Parish Council

Planning Committee Terms of Reference

1. Purpose of the Committee

The Planning Committee is constituted to consider and respond on behalf of the Council to all matters relating to the planning process at national, county and borough level. It should represent the majority views of Langham residents on planning matters affecting the Parish. The Planning Committee may also have additional delegated powers as conferred by the Council from time to time.

2. Membership

Membership shall consist of 3 members of the Full Council and will be elected to serve on the committee at the Annual Parish Council meeting of Langham Parish Council. A further two member may be co-opted from non-councillors. The quorum of the Planning Committee shall be 3 members.

3. Areas of Responsibility

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

- To make representations to Colchester Borough Council on applications for planning permission
- To make representations in respect of appeals against the refusal of planning permission
- To formulate responses to Colchester Borough Council on the allocation of Section 106 funding or planning grants.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee

All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

4. Key Activities

- To consider planning applications received by the Parish Council and, under delegated powers, to submit observations to the relevant planning authority.
- To consider and report to Council on observations to planning consultations from principal authorities
- To ensure that Langham residents' views are represented in the Borough Local Plan and when considering major planning projects affecting the village. This should be undertaken by canvassing residents in the form of questionnaires or open meetings.
- To consider any other issues relating to planning matters

5. Meetings

Planning applications shall be circulated to the Planning Committee as soon as possible after receipt from Colchester Borough Council. The applications will be circulated to the Committee by email. Planning applications will normally be considered by email discussion. The Chairman of the Planning Committee may call Planning Committee meetings as and when necessary. The Planning Committee will decide whether they have recommendations of support or objection or no recommendation to make in relation to each Planning Application. If any two Councillors consider an application to be of great importance to the village, they may ask the Committee for a deferral to pass the decision either to the next Full Council

Agreed by full council April 25

Meeting of Langham Parish Council, or if a time regulated decision is required arrange for an extraordinary meeting to decide on the response. The Planning Committee has an obligation to ensure that all comments received prior to the meeting, from all relevant parties, applicants and objectors, for planning applications are considered at the meeting.

Where a meeting has been called it will be open to the public and notification will be carried out in line with Langham Parish Council's Standing Orders.

6. Responses

The Parish Clerk will communicate by email detailing the Planning Committee's recommendations to Colchester Borough Council and will ensure that communication arrives within the timescale for each application. 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.

7. Review

The election of committees and their terms of reference are to be reviewed annually at the Annual Parish Council meeting of Langham Parish Council.

Signed.....

Chairman, Langham Parish Council

Dated.....