



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council: Mrs Jennifer Endean
Planning Clerk: Mrs Jane Sounes

Planning Committee - Terms of Reference

Power to make Decision:	Yes, but only on matters delegated to the Planning Committee as defined in these 'Terms of Reference'
Power to Act:	Yes, but only on matters delegated to the Planning Committee as defined in these 'Terms of Reference'
Power to Spend:	Yes, up to the budget amount set, and for specified purposes, as agreed by the Full Council.
Members:	Up to eight members, one of whom will be Chairman. The Committee will also be permitted to accept 'substitute' Councillors should the need arise.
Quorum:	Three
Meetings:	The Planning Committee will meet once a fortnight, or when Planning Return dates dictate. The meetings are open to Members of the Public, who will be invited to address the Committee on a particular application, or matter, at the discretion of the Chairman, or the Councillor acting as Chairman in the Chairman's absence.
Agenda and Minutes:	The Planning Clerk, or Clerk to the Council, is responsible for drawing up the Agenda in consultation with the Chairman of the Planning Committee. The Agenda will have an item allowing Members of the Public to speak on any item on the Agenda. The Planning Clerk, or Clerk to the Council, will distribute the Agendas and display them for Members of the Public, on the Parish Council's noticeboard and on its website, with a minimum of three clear days' notice. Minutes, prepared by the Planning Clerk, or Clerk to the Council, will be distributed to all Committee Members once viewed by the Chairman and as soon as practicable after the meeting.

Undertakings and Responsibilities:

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by Theydon Bois Parish Council.

- ♦ To consider and respond to all applications for planning permission and/or Certificates of Lawfulness submitted to the Local Planning Authority, Epping Forest District Council.
- ♦ To make representations, on behalf of the Parish Council, at any appropriate meetings at EFDC on planning applications, or other planning-related matters, considered to be of particular interest or concern.

- ♦ To make representations, on behalf of the Parish Council, in respect of appeals against refusal of planning permission.
- ♦ To make representations, on behalf of the Parish Council, at any meeting convened by any other bodies, such as EERA.
- ♦ To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- ♦ To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
- ♦ To make recommendations to Full Council in matters of Development Management that are being discussed.
- ♦ To consider and formally comment on planning policy matters, including Local, County, Regional and National policy, guidance or consultation.
- ♦ To consider and formally comment on any Licensing matters notified to the Parish Council by the Licensing Authorities, or otherwise coming to the attention of the Parish Council, and issues arising from these matters.
- ♦ To monitor and manage the Planning Committee within its approved Budget

Reporting:

The Planning Committee shall, through its Chairman or another representative in the Chairman's absence, report back to Full Council and Members of the Public at the monthly meetings by way of a summary of the planning applications considered and information on other decisions and actions carried out by the Committee.

Accounts:

The accounts of the Committee will form part of the Council's accounts and will be audited as part of the Council's accounts.

<p>These Terms of Reference were updated, and agreed, at the Full Council Meeting of 27th January 2022</p>
