

HALSTEAD PARISH COUNCIL

PLANNING COMMITTEE TERMS OF REFERENCE

Composition of the Committee

- The Committee shall be comprised of four members of the Parish Council.

Election of Officers

- The Chairman of the Committee shall be elected at the first meeting of the Committee;
- A Vice Chairman may be elected if required.

Quorum

- Shall be three members.

Meetings

- To be held to coincide with District Council response deadlines.

Function

- To discuss and agree responses to Planning Applications on behalf of the Parish Council, taking into consideration planning legislation and knowledge of the vicinity;
- Use delegated powers to make responses to the District Council;
- Responses to be sent to the District Council promptly, following the Planning Committee meetings;
- To report at the Parish Council meeting on the business of the Committee;
- Respond as necessary to Planning consultation documents;
- Attend as necessary Planning Forums and other relevant workshops and courses;
- To discuss and prepare reports for consideration by the Full Council concerning activities within the Parish relating to potential developments, changes of usage or any changes which may be in conflict with the adopted Village Design Statement.

July 2005