

Much Hadham Parish Council Planning Committee

Terms of Reference

Preamble

Much Hadham Parish Council (“Council”) is an advisory body to the Local Planning Authority (East Herts Council (“EHC”)) for all planning applications that relate to the Parish area.

The Planning Committee (“Committee”) is constituted as a standing committee under Council standing order 4d and nothing in these terms of reference shall override or supersede the procedures in the Council standing orders.

These terms of reference are determined by the Council and it is only the Council that may amend them.

1. Objective

- 1.1 The Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by EHC.
- 1.2 The Committee will also deal with all correspondence relating to planning matters; consider items referred to them from the Council; deal with street naming for small developments and matters relating to enforcement and licensing.
- 1.3 The Committee will seek to ensure that applications are broadly in accordance with EHC planning policy, recognising that it is not expected to have a professional level of knowledge of this, and will seek to ensure:
 - that high standards of planning are followed for all new development activity within the Parish
 - that any development is commensurate with the character of the Parish
 - that the policies of any Neighbourhood Plan are followed.

2. Membership

- 2.1 Membership shall consist of 5 Council members.
- 2.2 The Chairman of the Committee shall be elected by the Council from the Committee members.
- 2.3 A quorum of the Committee shall consist of three members.

3. Areas of Responsibility

- 3.1 The Planning Committee has the delegated authority from Council:
 - i) To make representations to EHC on applications for planning permission which have been notified to the Council;
 - ii) To make representations in respect of appeals against the refusal of planning permission;
 - iii) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
 - iv) To monitor, review and where necessary make recommendations to the Council for amendments to the planning application consultation procedure; and
 - v) To deal with any other planning-related matter that the Council considers appropriate to be referred to the Committee.

5. Planning Applications

- 5.1 Advice of planning applications shall be circulated to Committee members on receipt by the Parish Clerk. The applications may be viewed on the EHC website.

6. Meetings

- 6.1 The calendar of ordinary meetings shall be confirmed at the first meeting after the Annual Meeting of the Council. Such meetings will usually be monthly, immediately following the close of the monthly Council meeting.
- 6.2 The Parish Clerk or the Chairman of the Committee may call additional Committee meetings as and when necessary to ensure that all planning applications received can be discussed and replied to within the timescale. However, it would be normal practice to first request of EHC an extension to the deadline for responses, so that the application can be considered at the regular monthly meeting.
- 6.3 A Notice of Meeting together with agenda shall be published by the Parish Clerk at least 3 clear days prior to a meeting, and shall specifically include time for Residents' Comments to allow public participation in accordance with Council standing orders.
- 6.4 The 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.
- 6.5 Minutes of all meetings will be recorded by the Parish Clerk. All planning applications, the responses and eventual results shall be noted in the minutes of the Committee. Council meetings shall receive a copy of the minutes of the Committee and this shall be recorded in the Council minutes.

7. Responses

- 7.1 The Parish Clerk will communicate to EHC the Committee's decision in respect of applications considered.
- 7.2 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.
- 7.3 Wherever possible, a member of the Committee is to be nominated to attend EHC Development Management Committee meetings, as necessary.
- 7.4 All correspondence should be conducted through the Parish Clerk or the Committee Chairman. For the avoidance of doubt, this means that Committee members are not to make formal requests of or representations to 3rd parties (including to EHC and planning applicants) on behalf of the Committee, without express authorisation of the Clerk or Committee Chairman.

8. Review

- 8.1 These terms of reference are to be reviewed annually by the Council and the review minuted.

9. Dissolution

- 9.1 The Council may dissolve the Committee following a properly approved resolution to that effect.

Approved at Parish Council meeting 3 May 2016

Reviewed and re-approved at Parish Council meeting 6 June 2023

Next review due: June 2028 (unless matter arises requiring an earlier review)