

Chigwell Parish Council
Terms of Reference
Planning Committee

1. Purposes

The Planning Committee is constituted as a Standing Committee of Chigwell Parish Council
To respond to all Planning matters within the responsibility of or devolved (now and in the future)
to the Parish Council

2. Membership

All Parish Councillors will be appointed annually at the Annual Council Meeting as voting members.

All members of the Planning Committee are requested to complete a recognised Councillor planning training programme within three months of their appointment. This shall be valid for two years from date of completion.

Any Parish Councillor who has submitted a planning application to Epping Forest District Council up to five years prior of the beginning of the Parish Council's term for anything other than works relating to or the construction of a single dwelling or workplace that is in their own or close family member's ownership shall not be appointed to the Planning Committee. This exclusion shall also apply if the employer of any Councillor or their close family member or any company in which they hold, either directly or indirectly, more than 5% of the shares, has made a planning application to EFDC up to five years prior of the beginning of the Parish Council's term for anything other than for works relating to or construction of a single dwelling or workplace in their ownership.

3. Quorum

- The quorum shall be one third of the total membership of the Council or a minimum of four councillors.
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4. Chairperson and Vice Chairperson

The Chairperson and Vice Chairperson of the Committee will be elected annually at the first meeting of the committee.

If the Chairperson or Vice Chairperson resigns from the Committee/Council during the year a new Chairperson or Vice Chairperson will be appointed at the next appropriate Full Council or Planning meeting. The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

5. Meetings

- The Committee will meet at least 12 times a year. Meetings shall generally be held on the second and fourth Thursday of the month or alternative days if required due to public and religious holidays if required

- Meetings shall be called in accordance with the Council's standing orders and applicable legislation
- Agendas and minutes will be published in accordance with standing orders and relevant regulations.
- The public and press may be excluded from the meeting by resolution of the committee if the public interest in excluding the public and press outweighs the public interest in allowing the public and press to remain
- All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.
- The minutes of the meetings will be approved at the next meeting of the Committee. The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

6. Voting

Only appointed members may vote and participate at a meeting.

Members of the public may attend and speak at a meeting during public participation.

In the case of an equal vote the Chairperson of that meeting shall have a second or casting vote.

7. Areas of Responsibility

The purpose of the Committee is to deal with all Planning matters within the responsibility of or devolved (now and in the future) to the Parish Council, including (but not limited to):

- Planning Applications received from the District and County Councils.
- Correspondence relating to the Planning Committee and Planning Matters.
- Consultations with regard to Planning Matters on behalf of the Parish Council as appropriate.

8. Delegated Authority

- The Committee has delegated authority to make decisions within the remit and agreed budget of £2,500 as set by Full Council.
- Recommendations shall be made to Full Council where matters fall outside its delegated authority.

9. Budget and Finance

- The Committee will monitor relevant budgets and expenditures, and prepare draft budget proposals for its areas of responsibility for consideration by the Finance Committee and Full Council.

10. Reporting

- The Committee shall report to Full Council through its minutes and by presenting recommendations as needed.

11. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times **

** Best Value Statutory Guidance as published by the Department for Communities and Local Government

12. Review

- These Terms of Reference will be reviewed annually at the first meeting following the Annual Meeting of the Parish Council or as required.

Considered, amended and approved by the Committee at its Annual meeting on 13 May 2025.

Review Date: May 2026