



PLANNING COMMITTEE TERMS OF REFERENCE

The Planning Committee is a Standing Committee of Rayne Parish Council.

Membership of the Planning Committee shall consist of at least five core voting members of Rayne Parish Council who are appointed annually at the Annual Council Meeting. Membership will include the Chair and Vice Chair of the Council who are ex officio members. All committee members are encouraged to attend committee meetings.

- Three members of the Committee shall constitute a quorum for meetings.
- A Chairman is to be elected at the Annual Council meeting and shall hold office until the next Annual General meeting of Rayne Parish Council as per their Standing Orders.
- Should any elected member resign, including the Chairman, a new member of the Committee will be elected at the next Full Council meeting.
- Only members of the Planning Committee may vote and participate in the meeting. In case of an equal vote the Chairman will have a casting vote.
- If a member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest required.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts other matters shall apply to committee and sub-committee meetings.

If the number of Councillors present (not including those disbarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman shall arrange.

RESPONSIBILITIES

Rayne Parish Council Planning Committee will consider all planning applications as notified by Braintree District Council or Essex County Council which cannot be considered by Full Council.

All planning applications, irrespective of type of application, are reported to Councillors via email. Members will also be emailed with all the relevant information for 'minor' applications, these would usually be decided by the Planning Authority Case Officers and include:

- Extensions
- Porches and conservatories
- Garage conversion
- Repairs/restorations to listed buildings.
- Advertising
- Summerhouses and offices in gardens
- Variation of conditions
- Tree works.

More 'major' type applications will include:

- Demolition and replacements.
- Large extensions.
- Applications with a substantial impact on neighbours/street scene.
- Change of use.
- Applications requiring listed building consent (not including repairs and restoration).
- Infill.
- New developments.
- Social infrastructure.
- Community facilities.

MEETINGS

Meetings shall be called by the Clerk and Chairman of the Committee as and when deemed necessary, but the committee will meet at a minimum twice per annum.

Minutes of all meetings will be recorded by the Clerk or any member nominated at the meeting. All minutes shall be open for inspection by any Member of the Parish Council or Public and presented to Full Council for noting.

The Public and Press may be admitted to meetings. If required they may be temporarily excluded by the means of special resolution included in the agenda as follows: "In accordance with Part 1, Schedule 12(A) of the Local Government Act 1972 the Press and Public be excluded from the meeting during the consideration of these items due to the confidential nature of these items."

There will be a public participation session during which non-member councillors/members of the public/press may speak, outside of the public session non-member councillors/ members of the public/press may not speak unless invited to do so by the Chairman of the committee.

DECISIONS

The Clerk will advise Councillors of a deadline for reply, should the deadline fall outside of the meeting an extension of time to comment request will be sent to the Planning Case Officer. Any member of the planning committee can ask that the application be considered by a Committee Meeting. The submitted responses will be noted at the next available Full Council meeting.

DELEGATED POWERS

The committee has full delegated powers for the matters below:

- To consider and comment on all plans and maps relative to Rayne submitted by other authorities and to forward observations to the appropriate authorities unless otherwise directed.
- To consider all other matters analogous to Planning and to bring to the notice of the appropriate authority any apparent breaches of the Planning Regulations which require intervention by the Local Authority Planning Enforcement.
- To consider matters relating to Tree Preservation Orders and act or respond accordingly.
- To consider matters relating to the village highways, footpaths and bridleways and liaise with the appropriate authorities.
- To consider other matters relating to the built and rural environment and act or make recommendations to the Council.
- To liaise with the police and relevant authorities regarding road traffic and road and pedestrian safety issues.

The Clerk has delegated powers to formulate and submit a response to minor planning applications following consultation with the members of the Planning Committee and/or Full Council.

Note: In accordance with the Local Government Act 1972 (s101) any arrangements made by Full Council for the discharge of functions does not prevent Full Council from exercising those functions when required.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed annually at the first meeting of the Planning Committee after the Annual General Meeting of the Council and where necessary make appropriate recommendations to Full Council.

Date effective from: June 2021

Last review date: July 2022

Next review date: July 2023