



DANBURY PARISH COUNCIL

Parish Office

The Old School House, Main Road, Danbury

Chelmsford, CM3 4NQ

Tel: 01245 225111 Email: parish.council@danbury-essex.gov.uk

PLANNING COMMITTEE

TERMS OF REFERENCE

Members

- The Chairman and Vice Chairman of the Council are ex officio members of all committees and have voting rights;
- Members from outside bodies may be invited to join the Committee, but will not have voting rights or count towards the quorum;
- Members of the Committee are established at the Annual Parish Council meeting;
- Councillors may join during the year if authorised by the Parish Council to fill any vacant positions;
- The Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting;
- The Vice Chairman of the Committee shall be appointed at the first meeting of the Committee following the Annual Parish Council meeting or as soon as reasonably practicable;
- Three Members of the Committee shall constitute a quorum for meetings.

How Often Meetings Held

Meetings are held every 3 weeks with exclusion of August.

Prime Objectives

To ensure decisions on planning matters balances the wishes of the applicants with those of other interested parties and take into account the Danbury Planning Framework and the emerging Neighbourhood Plan.

Decisions/Delegated Powers

1. The Committee will consider and respond to planning applications and applications for work to trees referred to it for consultation by Chelmsford City Council, Essex County Council or other bodies;
2. In responding to planning applications, the Committee will take into account the Danbury Planning Framework SPD, the emerging Neighbourhood Plan, Chelmsford City Council Local Development Framework, The Tree Charter and other relevant statutory provisions or guidelines and will make reference to these in its responses where appropriate
3. The Committee may refer contentious planning applications to the Planning Authorities ward member;
4. The Committee, where necessary, may send a member to represent the Council at Planning Inquiries;
5. Comments on applications made by residents in writing or at a meeting will be considered when responding to planning applications;

6. Where appropriate, e.g. in relation to large or controversial applications, the Committee may recommend that the Parish Council consults with the village by means of a public meeting or any other appropriate method;
7. The Committee will receive and monitor planning decision notices, in particular where decisions conflict with the comments made by the Parish Council.
8. Where apparent breaches of planning law are identified the Committee will raise these with Planning Enforcement Officers for investigation and will monitor the outcomes;
9. The Committee will endeavour to keep informed of national and local developments in planning law and members will be encouraged to attend training sessions and forums arranged by Chelmsford City Council and other bodies;
10. The Danbury Planning Framework and Emerging Neighbourhood Plan will be reviewed periodically;
11. The Committee will consider consultations on planning matters received from local and national bodies and will respond as appropriate in the best interests of Danbury;
12. The Neighbourhood Plan Group is a Sub-Committee of the Planning Committee;
13. The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.