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Ingatestone and Fryerning Parish Council Planning and Highways Committee Terms of Reference

These Terms of Reference were approved at Full Council April 2023.

Prime Objectives

To ensure that decisions on planning and other matters referred to the committee balance the wishes of the applicants with those of other interested parties and take account of the character and amenities of the Parish, the protection of the Conservation Area and the Green Belt.

The committee will meet once a fortnight and consist of up to eight members. Three members of the committee will be required to be present in order to be quorate.

This committee has no delegated powers to spend.

Key Tasks

1. **Task Planning** - Annually identify key tasks for the coming year.
2. **Planning Applications** - To examine each application and decide whether to recommend either an 'Objection' or 'No Objection' to the Planning Authority (except in 4 below). Decisions should be based on the following agreed planning grounds:
 - a. Compliance with current planning policy guidelines, at both national and local level
 - b. Protection of the Green Belt
 - c. Protection of the Conservation Areas
 - d. Effect on neighbours
 - e. Effect on amenity
 - f. Effect on traffic and highway safety
 - g. Prevention of over-development
 - h. Effect on street scene and landscape
 - i. Acceptable high standard of design
 - j. Effect on sustainment of services
3. **New Construction** - To recommend a response to Full Council for applications for construction of entirely new buildings. If a Full Council meeting is scheduled to be held after the deadline for responses to the application, then the Planning and Highways Committee will have delegated powers to provide a response to Brentwood Borough Council. This power will only be used when responses for new buildings need to be returned and Brentwood Borough Council are not prepared to extend the deadline before the next Full Council meeting can be held. Before responding to Brentwood Borough Council, the Parish Council Chair will be informed, and the action will be reported at the next Full council meeting.

4. **Planning Application Process** - Ensure that all responses to all planning applications are made within the time specified on the Planning Application notice. All grounds for 'Objection' must be clearly stated.
5. **Planning Appeals** - Consider all appeals and submit comments where appropriate to the Department of Transport, Environment and the Regions.
6. **Site Visits** - Where necessary, make use of site visits to finalise a decision. At least two members should make such visits.
7. **Notice to Public** - Notify, in writing, residents that, in the opinion of the committee, could be particularly affected by planning applications. Advise where and when details of the application will be available for review.
8. **Public Involvement** - Permit affected residents or their nominated representatives to address the committee on a specified application.
9. **Planning Notices** - Actions as follows:
 - a. Note proposed decision by the Planning Authority's officers. If appropriate, exercise right of referral to the Planning Authority
 - b. Planning Applications Submitted – check that committee received and
 - c. Planning Applications Denied – note the Planning Authority's decision
10. **Correspondence** - Answer all relevant correspondence within two weeks and check any resulting actions have been implemented.
11. **Representation** - Provide representatives for relevant Brentwood Borough Council and Essex County Council meetings and committees for seminar, briefing and training sessions appropriate to the committee Terms of Reference.

To make representations to the Local Highways Panel on behalf of the Parish Council.
12. **Consultations** - To recommend to Full Council responses of consultation of similar papers relating to planning, highways, transportation, parking and other issues relevant to this committee. In line with its delegated responsibility the committee will investigate parking issues appropriate to Council policy.