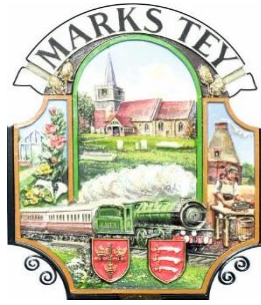


Marks Tey Parish Council



Planning Committee Terms of Reference

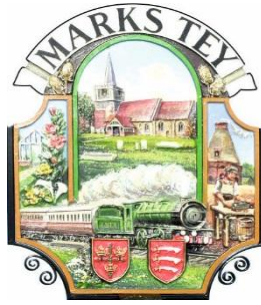
1. The Committee shall be made up of a maximum of 7 a minimum of 3 members and shall elect a Chair and Vice Chair at the start of each Council year.
2. The Committee will require three members present to be quorate.
3. The Committee will seek to establish and maintain a volunteer working party called the Neighbourhood Plan Monitoring Group (NPMG) which will assist Planning committee in responding to planning applications when required or on request.
4. All members of the Committee will have voting rights of equal weight, with the Chair holding the deciding vote if required apart from planning applications and financial matters where only Councillors can vote.
5. The Committee will work closely with Neighbourhood Plan Monitoring Group on planning and community issues which relate to the Neighbourhood Plan.
6. The Committee shall have devolved authority to spend within their allocated budget and to act on behalf of the Council in the following matters:
 - a Considering all applications for planning permission and planning appeals from the planning authorities.
 - b Making representations to the local planning authorities on all applications which have been notified in accordance with Local Government Act 1972, section 20, schedule 16 and other relevant legislation.
 - c Making representations to the local planning authorities in respect of appeals against the refusal of planning permission.
 - d Identifying and making representations to the relevant authorities in respect of enforcement action on any matters considered to be in breach of planning regulations.



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- e Where appropriate, comment on planning, licensing and transport issues and respond to all consultation documents.
 - f Dealing with any other planning, licensing or highways related matter that a full meeting of the Council deems appropriate for this committee.
 - g Consider all highway related matters in or adjacent to this Council area that are likely to have an impact on this community.
 - h Ensuring all comments received prior to meetings from all relevant parties are considered at those meetings
 - i Authorising the Clerk to the Committee to take necessary actions to implement the approved decisions of this Committee.
 - j Ensuring that all decisions and responses are minuted and reported to the Full Council.
 - k To maintain a 'review and comment' role on major developments including on-going liaison with CBC planners and developers and where necessary draw concerns to the attention of Full Council.
 - l To take the lead for commenting or otherwise on Colchester City Councils Local Plan on behalf of Marks Tey Parish Council and where necessary report to full Council
7. The Clerk to the Committee will call all Committee meetings and the Committee shall conduct all its business in accordance with Council Standing Orders and the Code of Conduct.
8. Committee meetings will be held monthly, or as often as required, in order that applications can be decided within allocated timescales, with a minimum of 6 meetings per annum.
9. All records as required for the good management of the committee shall be maintained by the Clerk.



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Adopted 12 September 2022 Minute Ref 2022/154
Approved 4 October 2022 Minute Ref 2022/PL005
Approved 15 May 2023 Minute Ref 2023/078
Amended and approved 25 January 2024 Minute Ref 2024/PL006
Approved 13 May 2024 Minute Ref 2024/070
Amended and approved 10 March 2025 Minute Ref 2025/034