



WRITTLE PARISH COUNCIL

Parish Office, The Green

Writtle, Chelmsford

Essex CM1 3DT

Telephone: (01245) 420066

Email: clerk@writtle-pc.gov.uk

Website: www.writtle-pc.gov.uk

TERMS OF REFERENCE

Version Number	Date	Author	Notes
1.0	May 2019	L Fox	Agreed at Planning & Dev Committee Meeting – 20 May 2019
1.1	10 June 2020	L Fox	Agreed at Planning & Dev Committee Meeting – 15 June 2020
1.2	15 June 2021	L Fox	Agreed at Planning & Dev Committee Meeting – 21 June 2021
1.3	May 2022	J Atterbury	Agreed at Planning & Dev Committee Meeting – 23 May 2022
1.4	May 2023	J Atterbury	Agreed at PCM 3 April 2023
1.5	April 2024	L Fox	Approved at PCM 8 April 2024
1.6	April 2025	J Atterbury	Approved at PCM on 7 April 2025
1.7	March 2026	J Atterbury	Approved at PCM 13 April 2026

PLANNING & DEVELOPMENT COMMITTEE (PLN)

Note: - Where these Terms of Reference conflict with the current editions of: - Code of Conduct (C of C) or Financial Regulations (FR) or Standing Orders (SO) then the C of C, FR or SO shall take precedence.

Composition

Parish Council members to be agreed at the Annual Parish Council Meeting in May. Other Parish, City and County Councillors may attend but not vote.

Chair and Vice-Chair

The Chair shall be proposed and elected annually at the Annual Parish Council Meeting in May. The Vice-Chair shall be proposed and elected annually at the first meeting of the Committee after the Annual Parish Council Meeting by the members of the Committee.

Quorum

More than 50% of the committee with a minimum of 3.

Objectives

- To fix the budget for the forthcoming year.

- To review spending.
- In general, to ensure that the interests of parishioners are upheld and represented with respect to the overall planning of land, buildings and uses in the Parish and, where relevant, in adjoining parishes or across the city of Chelmsford, County of Essex or eastern region both through the statutory planning process or informally, whichever is the most effective.
- To comment on the merits of planning applications in the Parish and in adjoining areas in relation to the effect on the amenity, appearance, image and effect on the public spaces and highways in the Parish.
- To represent the views of parishioners with respect to planning applications or the planning and development merits of planning proposals considered through other statutory processes such as applications for alcohol and entertainment licences, the stopping up of footpaths, pylons etc.
- To enjoy delegated authority to represent the views of the Parish Council at informal or formal City, County or regional planning meetings, Committees or inquiries as necessary.
- To seek to represent the best interests of the Parish in meetings with other landowners, developers, the college, businesses etc.
- To seek to promote the enhancement of the public places in the Parish and in particular the local access routes, the village greens, the playing fields, the Conservation Area and listed buildings where relevant to and through the negotiation on planning applications, discussions with key parties and statutory authorities as necessary.
- To ensure that the views of the Planning and Development Committee or Parish Council as appropriate on planning applications are conveyed to the local planning authority within the consultation deadline as far as is reasonably possible or otherwise by agreement and are forwarded in a style that is clear and presents in good English.
- To make representations on all other statutory planning documents or development proposals as requested with respect to their potential effect on the well-being of the Parish, including with respect to the City Council's Local Development Framework or Structure Plan and associated documents.
- In consideration of the planning applications and other statutory planning documents to seek to maintain the principles in the Village Design Statement, the Parish Plan, the Neighbourhood Plan and the underlying concept of the Metropolitan Green Belt around Writtle and the protection of the Areas of High Landscape and ecological value.
- To endeavour to keep up to date with national and local developments in planning law. Members are encouraged to attend available training and planning forums.
- To comment on the recommendations regarding tree preservation orders or works to trees within the Conservation Area or within the curtilage of listed buildings where requested and in discussion with the Parish Tree Wardens.
- To ensure that breaches of planning law are raised with planning enforcement.

Meetings

- Committee meetings will be held monthly.
- The Clerk or any person so delegated will prepare and issue agendas within the Statutory days prior to the meeting and make a record (minutes) of all proceedings at each meeting. Minutes will be circulated as soon as possible after the meeting to all members of the Council.
- If not fully detailed in the minutes, where appropriate, the Chair of the Planning and Development Committee will report the work of the Committee to the next regular meeting of the Council.
- The Chair will liaise with such other committees and invite members of other committees to attend its meeting as may be deemed appropriate.



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- Any matter(s), which may be in conflict with the work of another committee, must be referred to the Council.
- The Chair will represent the Planning and Development Committee on the Executive and Finance Committee.
- The Planning and Development Committee is authorised to establish sub-committees and working groups and appoint advisors to assist in this work. The sub-committees or working groups must have agreed terms of reference and a timeframe for them to operate.

Review April 2027