

Draft Planning Advisory Group Terms of Reference

1. Purpose of the Group

This Group is constituted to consider and make recommendations to the Parish Council on all matters relating to planning at parish, city and county level.

It should represent the majority views of Dedham residents on planning taking into account of the character and amenities of the Parish and the protection of the area.

2. Membership

- shall consist of 5 members of the Full Council and will be elected to serve on the Group annually at a Parish Council meeting of Dedham Parish Council.
- The quorum of the Planning Group shall be 3 members.
- The Chairman of this Group will be elected annually.
- The Group shall meet monthly to cover all recent planning applications and other issues as may be relevant, or as necessary if the Chair considers it appropriate.
- The Group will have circulated Agendas and Minutes of Meetings

3. Areas of Responsibility

- To review and make recommendations to Parish Council on planning applications as appropriate and ensure efficient report in a timely manner to Colchester City Council of agreed Council recommendations.
- To liaise with residents on planning issues as may be necessary.
- To contact and liaise with the Planning Authority on enforcement issues as may be appropriate
- To Liaise with planning and highways authorities on local and regional issues
- To review the agreed Parish Plan for Dedham and to determine its ongoing status
- To make representations in respect of appeals against the refusal of planning permission and to request the call-in of application as necessary.
- To make report and/or make recommendations to Council on all issues relating to the Green Infrastructure Project and Sustainability
- To establish sub groups as may be necessary to develop future planning projects.
- To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Group.
- All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

4. Key Activities

- To consider planning applications received from the Planning Authority and to submit recommendations to Parish Council for approval or otherwise in response.
- To consider and recommend responses on general planning consultations from principal authorities
- To liaise with Colchester City Council on development of the Local Plan as it may impact upon the Parish and to make necessary responses on 'Calls for Sites' .
- To ensure that residents' views are properly represented in all planning matters.

- To manage the Royal Square Development Project via the established sub-group.
- To participate as necessary at a local level with groups organising responses to the Green Infrastructure Project and to liaise as necessary with other Parishes
- To review and establish an appropriate framework for developing a comprehensive response to sustainability at Parish level.

5. Meetings

- Planning applications shall be circulated to the Planning Group by email as soon as possible after receipt from Colchester City Council.
- The Planning Group has an obligation to ensure that all comments received prior to the meeting, from all relevant parties, applicants and objectors, for planning applications are considered at the meeting.

6. Responses

- The Parish Clerk will communicate by email detailing the Parish Council’s recommendations to Colchester Borough Council and will try to ensure that communications arrive within the timescale for each application.
- Where applications are received too late to be considered at the next Parish Council Meeting and the City Council’s planning deadline for consultation is before the next Parish Council Meeting, the Chair will either seek a deferral of the deadline to facilitate comments or will consult members informally to establish views and a recommended response. In the event that the application is considered to be of major importance to the village any two members of the Planning Group may propose an Extraordinary Meeting of the Council to consider the application.
- Where an application is subject to an appeal, and the Parish Council thinks it appropriate, the Group is authorised to make written representation or to elect a member of the Group to attend the hearing.

7. Review

The determination of Advisory Groups and Committees and their terms of reference are to be reviewed annually at a Parish Council meeting of Dedham Parish Council.

Signed.....

Chairman, Dedham Parish Council

Dated.....