



## TERMS OF REFERENCE

### Planning Committee

#### Membership

All members of the council are members of the Planning Committee. The Planning Committee Chair and Vice-chair will be reviewed annually at the Annual Council meeting.

A Minimum of 4 Councillors is required for the meeting to be quorate.

#### Meetings

Meetings are called regularly throughout the year and will usually take place twice a month on 1<sup>st</sup> and 3<sup>rd</sup> Thursday evenings commencing at 8pm, or 7pm if it clashes with and Ongar Town Full Council Committee Meeting, to be held at the Council offices, Bansons Way, Ongar.

The Planning Committee has delegated powers to authorise expenditure on behalf of the Council for budgeted items assigned to this committee (e.g. the engagement of planning consultants) to the value of £5,000.

Public involvement is positively encouraged by the Council. Members of the public may speak for up to 3 minutes on any agenda item being considered at the meeting.

#### Roles and Responsibilities

- To consider planning applications within the Ongar Town Council boundary submitted by Epping Forest District Council and provide comments to the planning authority
- To comment on planning appeals and review enforcement action
- Wider planning issues may be discussed
- The committee may also appoint a Council representative to represent the Council at Epping Forest District Council 's Planning Authority meetings
- Delegated powers to the chair and vice chair of the committee if there is insufficient time to present the item to a planning committee meeting after seeking representations from other councillors, especially those representing the wards in question
- To make recommendations regarding street naming
- To comment on applications for tree works and note Tree Preservation Orders
- To engage with Essex Highways on road improvements.
- To engage with residents and other local stakeholders on planning issues.
- Where possible to engage with District Planning Officers and Developers to influence design before formal applications are submitted
- The management, oversight and advocacy of s106 funding
- The monitoring of Ongar Neighbourhood Plan
- The review and proposed changes for EFDC Infrastructure Delivery Plan
- The proposing the setting-up of Working Groups for delegation of activities

**Clerk's Report**

The Clerk to report on items of planning issues and an update on items from previous committee meetings.

**District Councillor Report**

District Councillors may give a written report and/or speak for 5 minutes.

**Agenda**

The agenda will be produced by the Clerk in conjunction with the Chair. The agenda for meetings will be posted for public viewing with 3 clear working days' notice. Some agenda items have to be held in private session (as required by sections 100 and 102 of the 1972 Local Government Act).

**Minutes**

Draft minutes from the previous Planning Committee meeting will be made available for public viewing with the agenda for the next Planning meeting. The approved minutes will be posted for public viewing on the town council website..

**Meeting Decisions**

The Chair will report back to the full Council meeting on key decisions and issues.

**Governance**

The Governance of the Planning Committee and its Terms of Reference will be reviewed annually to be approved at a full Council meeting. Councillors are encouraged to complete Planning Training and keep up to date with current planning legislation.