

Planning Advisory Group

Terms of Reference

Purpose:

To recommend to the Parish Council appropriate responses and comments to Colchester Borough Council on all planning applications for Dedham. It will be responsible for the timely investigation of each application, then for submitting the Council's response to Colchester Borough Council. (CBC). Decisions made by CBC will be reported at Parish Council meetings. Records of applications, responses and building plans will be kept in paper form for three years, and in electronic form on the CBC planning website.

Membership:

The Parish Council will appoint a minimum of three Councillors as members, subject to re-appointment annually. The members shall appoint a Chair. Additional members, who may be Councillors or members of the public, may be co-opted for specific meetings or tasks, subject to the agreement of the Parish Council.

Accountability:

All recommendations must be presented to the Parish Council and no actions can be taken without the minuted authority of the Council. Each recommendation must be agreed by a majority of the Planning AG.

Working Methods:

(a) Meetings

- Each month, although cancellations are allowed with the agreement of all members should no planning applications be received.
- Normally prior to the full monthly Parish Council meeting
- Regular meetings (quarterly if possible) will be held with the Planning Officers of CBC to review working arrangements, planning regulations and issues of concern. The Parish Council Chair and the Dedham Borough Councillor will be invited to these meetings.

(b) Organisation

- The Chair will be responsible for the preparation of a list of the applications to be considered, which will be distributed to all Parish Councillors. This will include the application number and a brief description of the application.
- each application must be considered with reference to:
 - (i) the Village Design Statement and the Parish Plan
 - (ii) the AONB and the Conservation Area
 - (iii) village envelopes
 - (iv) the Material Planning Considerations of CBC
 - (v) responses to the application as posted on the CBC planning website
 - (vi) changes in planning legislation and guidelines

(c) Decisions

- the Advisory Group will discuss ,at the PAG meeting prior to the Parish Council meeting, the reviews of the applications and recommendations for response.
- At the public Parish Council meeting, the chair of the Advisory Group will describe the applications, recommend responses in accord with the agreements reached at the PAG meeting and ask for Parish Council approval
- The approved responses will be posted electronically to the CBC planning website by the Clerk

(d) Residents

Residents will be encouraged at public meetings and by published announcements to give their opinions on planning matters to Councillors.

HOWEVER:

Communications from a resident to a Councillor regarding planning matters must be written and sent to the Clerk who will acknowledge receipt. Any representations made will be taken into account by the PAG. Residents are encouraged to make their representation to CBC who are the decision making body.

The response will always state that members cannot discuss applications with residents, give planning advice or make site visits. The resident will be advised to make comments on the CBC planning website for consideration by members as part of the regular procedure.

(e) Call In

The Advisory Group will at all times be prepared to request a call in of an application through the Ward Councillor.
If deadlines do not allow for discussion at the Parish Council pre-meeting, then the Chair will obtain agreement and authorisation by electronic communication.

(f) Website

A link to the CBC planning website will be established where applications, comments and decisions may be easily inspected.

Terms of reference agreed: February 2013. To be reviewed May 2013, and annually thereafter.
Reviewed 02.06.2014