



Planning and Environment Committee Terms of Reference

Adopted 20th May 2024

Members:

- Membership shall consist of 5 Council members who shall be appointed at the Annual Council Meeting;
- The Chair of the committee shall be appointed at the Annual Council Meeting;
- The Vice-Chair of the committee shall be appointed at the first meeting of the committee after the Annual Council Meeting;
- Councillors may join the committee in the year if authorised by the Council;
- 3 members of the committee shall constitute a quorum for meetings.

Expectations:

The committee members will keep abreast of national and local development and legislation and are encouraged to attend training sessions and forums.

Frequency of Meetings:

Twice Monthly or as otherwise determined by the committee.

Delegated Powers:

1. Act on behalf of the Parish Council to exercise the powers and duties conferred to it under the Town and Country Planning Acts and the Orders and Regulations made under them.
2. Act on behalf of the Parish Council as the Statutory Consultee in respect of any planning issues.
3. Consider and respond in writing to planning applications and applications for works to trees referred to it by Chelmsford City Council or Essex County Council. Submit comments and recommendations to either Council on the Parish Council's behalf taking into account any legislation, statutory provisions, regulations and guidelines.
4. Respond on the Parish Council's behalf to consultations regarding planning issues or issues included in the infrastructure of the parish which may have an impact on planning.

5. Contribute to discussions, evaluations and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff, to exchange views and consider detailed proposals whenever necessary and to consult with the residents by means of a public meeting or any other appropriate method.
6. Consideration of appeals and any further actions taken.
7. Consider consultations on planning matters received from national and local bodies and respond to the same.
8. Receive and monitor planning decision notices and Tree Preservation Orders.
9. Receive and comment upon, where appropriate, the proposed erection of telecommunication masts, power lines and other similar structures.
10. Raise identified possible breaches of planning law with the Enforcement Officers for investigation.
11. Consider any Premises Licences applications.
12. Oversee the provision and maintenance of street furniture and parish notice boards that are the responsibility of the Council.
13. Consider the need and requests from the public for new or replacement amenities such as bus shelters, litter bins, dog bins, public notice boards and signage.
14. Consider requests to support highways improvements and parking restrictions to be submitted to Essex County Council, Highways Agency, South Essex Parking Partnership or other responsible body.
15. Advise the ECC Highways Authority on all matters concerning footpaths, footways, highways and cycleways etc in the parish and on other areas that affect the safety and convenience of Springfield residents.
16. Consider passenger transport affecting Springfield residents and make appropriate representation.
17. To oversee any Play Schemes or Play equipment.