



Adopted:  
Next Review:

## PLANNING COMMITTEE

### TERMS OF REFERENCE

#### Membership

1. The Council at its Annual Meeting shall elect a Chair for each year.
2. A minimum of 3 Councillors will serve on the committee.
3. A quorum of a minimum of 3 members must be present to hold a meeting.
4. The committee to report to full Council meeting as appropriate.
5. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
6. In the absence of the committee Chair at any meeting, the committee will agree one of those present to Chair.-

**Meeting frequency** As required

**Quorum** 3

**Delegated Powers** The Committee will decide whether or not a particular item under discussion is within the Committee's delegated powers listed below. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

1. To deal with planning matters including the perusal of planning applications affecting West Mersea; the submission of relevant comments to the Planning Authority;
2. To make recommendations to the Council in relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting West Mersea if required;
3. To make recommendations to the Council in relation to any arrangements between West Mersea Town Council and the Local Planning Authority about the involvement of the Council in the discharge of planning functions if required;

It acts under delegated authority from the Council to make decision on individual planning applications and will report action taken to the Council.