

Terms of Reference for Mistley Parish Council Planning Committee

Appointed by	Full Council
Chairman of Committee	Appointed at the first new Planning Committee. (The Chairman of the Council or the previous Committee Chairman will Chair for this first item of business).
Vice Chairman of Committee	Appointed at the first new Planning Committee.
Quorum	This will be one third of the membership of the Committee
Number of Members	All Councillors
Membership Renewed	Annually
Minimum number of meetings	At least 10 per annum
Delegated authority for decisions	Yes
Delegated authority for own budget	No
Can appoint Sub-Committee	Yes

Key responsibility – As a statutory consultee to the Local Planning Authority (LPA) – Tendring District Council (TDC), Mistley Parish Council Planning Committee will receive and consider all planning applications received from the LPA and make recommendations and comments on behalf of the Parish Council.

Areas of responsibility

1. To comment on planning applications and other development control matters for the Village; including County Deemed Applications; (Essex County Council applications).
2. To respond to consultations on matters relating to planning, development, or the local environment.
3. To comment on appeals lodged following the refusal of planning approval.
4. To appoint a Councillor to represent the views of the electorate and of Mistley Parish Council at any given LPA Planning Committee Meeting.
5. To appoint a Councillor who will represent the Parish Council at any Pre-Inquiry or Public Inquiry.
6. To receive reports on matters related to highway services delivered in the Village.
7. To make recommendations to Essex County Council's Highways department for suggested improvements or issues relating to highway delivery in the Village.
8. To make recommendations to the District Council on Street Naming in the Village.
9. To view, consider and respond on behalf of the Parish Council on all planning consultation government white, green papers and general consultation on planning and development, nationally and locally. (Setting up a Working Party may be appropriate for lengthy consultation documents).
10. To be familiar with cross-boundary planning applications proposals, for example in Manningtree and Lawford which are likely to affect Mistley.
11. To be familiar with planning policies, including locally and nationally.

*Review Body: Full Parish Council. Review Period: Annually each May. **Adopted 20/05/2019. Last Reviewed 18/05/2026.***

Next Review Date May 27.