

Belchamp Walter Planning Advisory Committee

Terms of Reference

Role and Purpose

The role of the advisory committee is to provide advice to the Parish Council on planning applications in the Belchamp Walter parish that are submitted to Braintree District Council.

Membership

The advisory committee shall comprise three members of the council (Cllrs Hogsbjerg, Krelle and Poels) and shall be supported by the clerk (Ms Munro).

Activities

- The clerk will forward all planning application to all parish council members;
- Advisory committee members will review each planning application and determine whether it should be discussed by the parish council;
- Applications will be assessed against the applicable National and Local planning guidelines and policies, paying particular attention to: location sustainability; layout; design and density of building; impact on amenity and landscape character; highway safety; and traffic and noise levels;
- If the advisory committee has questions on an application the clerk will discuss the matter with the relevant planning officer;
- The advisory committee will communicate its views to the parish council via email;
- If the advisory committee has determined the application should be discussed by the parish council it will provide views as to why it should be discussed;
- If necessary, an extraordinary meeting will be scheduled to discuss an application;
- The minutes of the parish council will document each application and decisions taken;
- All planning applications in the Belchamp Walter parish will be posted on the parish council website;
- Notwithstanding the advisory committee process, a councillor who is not on the advisory committee may request that the parish council discuss a particular application;
- Any councillor with an interest in a planning application shall recuse themselves from the discussion. If the councillor is a member of the Planning Advisory Committee another councillor will be asked to replace them for that discussion.

Approved by the Parish Council 16th February 2022