

## Planning Committee

**Membership** Up to 12 Members

**Reports to:** The Town Council

The executive Committee is responsible for the following functions:

- 1 To consider and comment on all plans, development briefs, planning and tree applications submitted for developments within and around South Woodham Ferrers or in areas that could affect South Woodham Ferrers.
- 2 To consider applications for the licensing of premises.
- 3 To respond to any issues regarding the development of land and property within and around South Woodham Ferrers and all related consultations.

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

### **Guidelines for Members dealing with planning applications.**

- a) *Each Member of the Planning Committee will be allocated planning applications with consideration given to the ward they represent.*
- b) *It is expected that each Member will visit the site and speak to neighbours who may be affected by the application to seek their views.*
- c) *Input should only be sought from the relevant area and neighbours. Members' personal, or any other person's opinions regarding the application should not be discussed except at the Planning Committee.*
- d) *Members will then give their opinion of the application, with their recommendation, at the next Planning Committee meeting.*