



GREAT HORQUESLEY PARISH COUNCIL

www.greathorkesley-pc.gov.uk

PLANNING & HIGHWAYS COMMITTEE

TERMS OF REFERENCE

Purpose of the Planning & Highways Committee

This Committee is appointed to consider and respond to, on behalf of the Parish Council, all matters relating to the planning and highways issues of the parish and at a county and borough level.

It should represent Great Horkesley residents on planning and highways, taking into account the character and amenities of the village.

The Planning & Highways Committee is a Standing Committee of Great Horkesley Parish Council as it has ongoing responsibilities.

Membership

Membership of the Committee will be a minimum of three Councillors. The quorum for this Committee is three.

The membership will be agreed annually at the Annual Parish Council Meeting, although appointments and changes of members can be made at other times during the year by Full Council. The Committee meetings may be attended by the Chairman and/or Vice Chairman of the Council as full Committee members if not already appointed to the Committee.

A Chairman for the Committee will be elected at the first Committee meeting each year.

All members shall comply with the Code of Conduct and Council's Standing Orders.

The Clerk or Chairman of the Committee may, at their discretion, invite Councillors to attend meetings to assist in the consideration of issues and/or provide specific subject expertise.

Meetings

Planning applications and highways matters received from Colchester City Council or Essex County Council shall be circulated to all members of the Parish Council.

Meetings shall be called by the Chairman of the Committee or Council, or the Clerk as and when deemed necessary.

If any two Councillors consider an application to be of great significance to the village, they may ask the Committee for a deferral to pass the decision either to the next Full Council Meeting of Great Horkesley Parish Council or ask the Council Chairman to call an Extraordinary Meeting to decide on the response if required.

All meetings are meetings that, by law, require three days clear notice (not including Sundays or Bank Holidays) and are open to the public.

Minutes of all Committee meetings are to be produced for approval at the next Committee meeting, including any resolutions made using the Committee's Delegated Powers. Minutes (draft or approved) will also be submitted to Full Council to note at the next meeting.

Responsibilities

The Planning & Highways Committee has powers to:

- a) Review and support, object or comment on all planning applications in, or potentially affecting, the parish of Great Horkesley on behalf of the Parish Council and make the necessary representation to the relevant planning authority. The Committee may also decide not to comment on a planning application once it has been reviewed.
- b) Provide local knowledge to planning authorities that may not otherwise be known, in order to help them determine the application.
- c) Liaise with planning authorities on local and regional issues and deal with consultations of policy from any planning authority in respect of major and regional planning proposals, including but not limited to those regarding electricity pylons.
- d) Where necessary, make use of site visits to finalise a decision.
- e) Consider and, as appropriate, make representations in respect of appeals against the refusal of planning permission in line with any decision taken by Full Council.
- f) Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- g) Make representations to relevant authorities in respect of protected trees or trees the Committee considers to be worthy of protection.
- h) Report matters in relation to highways issues, including but not limited to the obstruction, maintenance, condition and safety of carriageways, footways and other public rights of way.
- i) Authorise expenditure from the existing budget agreed by Full Council, for the provision and maintenance of street furniture, including but not limited to bus shelters, notice boards, benches, and streetlights.
- j) Lobby for improved roads in terms of volume and speed of traffic.
- k) Liaise with speed watch and traffic police.
- l) Liaise with highways authorities on local and regional issues and make representations to relevant highways authorities on behalf of the Council.
- m) Consider and make representations to relevant authorities regarding provisions and facilities for cyclists.
- n) Ensure residents' views are considered when decisions are taken, by reading any correspondence received from residents or hearing from residents at open meetings.

All powers shall be exercised in accordance with the Standing Orders, or directions given by Full Council.

*These Terms of Reference will be reviewed annually by Full Council.
Last Reviewed & Adopted: Full Council meeting 16th January 2024 – Minute ref 23/113 (c)
Reviewed: Full Council meeting 21st May 2024 – Minute ref 24/011 (d) (ii)*

Reviewed: Full Council meeting 8th May 2025 – Minute ref 25/011 (d) (ii)
Updated: Full Council Meeting 21st April 2026 – Minute ref 25/146 (e)