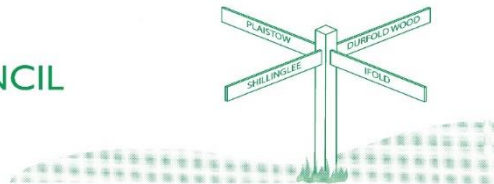


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of the Planning and Open Spaces Committee of Plaistow and Ifold Parish Council held on **Wednesday 3rd August 2022** at Winterton Hall, Plaistow.

Present Cllr. Sophie Capsey (Chair of the Planning & Open Spaces Committee); Cllr. Paul Jordan (Chair of the Parish Council); Cllr. David Griffiths; Cllr. Doug Brown; Mr Jon Pearce, Chair of IEL and Co-Opted Member (no voting rights) and Catherine Nutting (Clerk & RFO).

Three members of the public attended in person; there was no remote public attendance via Zoom.

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Apologies Apologies were received and accepted from Cllr. Nick Whitehouse; Cllr. Jerusha Glavin; Mr. David Lugton, **Parish Tree Warden**, Co-opted Member (no voting rights) and District Cllr. Gareth Evans.

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Disclosure of interests
Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the Localism Act 2011, in relation to matters on the agenda.

None received.

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Minutes
It was **RESOLVED** to **APPROVE** the **MINUTES** of the meeting held on **20th July 2022**, which will be signed by the Chair via Secured Signing, in accordance with Standing Order 9(d), as a true record. The signed minutes will be available on the Parish Council's [website](#).

Actions:
Clerk & Chair

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Public participation
To receive and act upon, if considered necessary by the Committee, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 3rd August 2022. In accordance with Standing Orders 1(e) and (f), Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

None received.

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Planning Working Group

Actions:

Clerk

1. To agree the Planning Working Group's objectives, scope, and outcome(s).

It was **RESOLVED** to **APPROVE** the Planning Working Group's objectives, scope, and outcome(s): -

The key objectives of the Working Group will be to provide support to the Committee or Council with complex planning applications, which require significant amounts of reading, analysis, meetings with instructed experts/consultants (instructed by resolution of either the Committee or Council) and in the preparation of recommendations and ideas on how to respond. Upon instruction by the Committee or Council, the Working Group can prepare the response for approval by the Committee or Council.

2. To receive and approve the Planning Working Group's Terms of Reference document.

It was **RESOLVED** to **APPROVE** the Planning Working Group's Terms of Reference [appended at A](#).

3. To agree that the Planning Working Group can present directly to both the Council and the Planning and Open Spaces Committee for decision making.

It was **RESOLVED** to **APPROVE** that the Planning Working Group can present directly to both the Council and the Planning and Open Spaces Committee for decision making.

4. To appoint by resolution the membership of the Planning Working Group.

Following advertisement for membership on the Parish Council's website and Facebook, it was **RESOLVED** to **APPOINT** the following Working Group members in accordance with paragraph 1.9 of the [Working Group Policy](#) and paragraphs 2.2 – 2.5 of the Terms of Reference

document: -

Cllr. Paul Jordan

Cllr. David Griffiths

Mr Dave Jordan

Mr Jeremy Ponting

Mrs Claire Ross-Hurst

Cllr. Sophie Capsey

Mrs Sara Burrell

Mrs Ruth Childs

Mr Paul Reynolds

Mr Jon Pearce

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Date next meeting

Planning & Open Spaces Committee meeting 9th August 2022,
7:30pm Winterton Hall, Plaistow

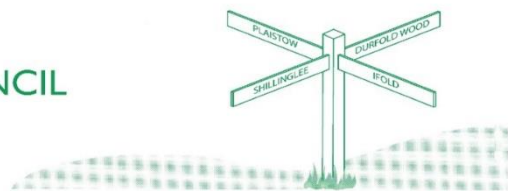
Actions:

Clerk

There being no further business, the Chair closed the meeting at 19:51

Appendix A - P/22/171

PLAISTOW AND IFOLD PARISH COUNCIL



PLANNING WORKING GROUP TERMS OF REFERENCE

1. Introduction

1.1 The Planning Working Group ('the Working Group') is a Working Group of Plaistow and Ifold Parish Council's Planning & Open Spaces Committee ('the Committee').

1.2 The aim of the Working Group is to provide support to the Council and the Committee with complex planning applications, which require significant amounts of reading, analysis, meetings with instructed experts/consultants (instructed by resolution of either the Council or Committee) and in the preparation of recommendations and ideas on how to respond.

1.3 This Terms of Reference document must be read in conjunction with the 'Formation and Operation of Working Groups & their Terms of Reference Policy' ('the Policy').

2. Membership

2.1 The membership of the Working Group shall be no more than ten (10), which must include no fewer than two (2) Councillors. The membership can include Co-Opted Members with no voting rights and members of the community with relevant expertise to support the aims of the Working Group ('Community Members').

- 2.2 The Chairman of the Council shall be an ex officio Working Group member.
- 2.3 The Working Group membership shall be appointed by resolution of the Committee, or Council.
- 2.4 The Committee or Council can invite Community Members to join the Working Group based on their known expertise, either in relation to planning or a complementary skill appropriate to the complex planning application under consideration. It can also appoint Community Members in accordance with paragraph 1.9 of the Policy.
- 2.5 The Committee or Council reserve the right not to appoint Community Members, identified in accordance with paragraph 1.9 of the Policy if they do not have either suitable knowledge of the planning system and planning policy, including the Local Development Plan and National Planning Policy Framework (NPPF) or a relevant skill / area of expertise appropriate to the complex planning application under consideration. This will be assessed by the Committee or Council prior to appointment.
- 2.6 Membership of the Working Group shall be reviewed either annually, at the Annual Council Meeting, or in relation to a specific complex planning matter being supported by the Working Group. When reviewing the Working Group membership, paragraphs 2.1 – 2.5 above shall be observed.
- 2.7 The Working Group Chair shall be chosen: -
- 2.7.1 annually by its members as the first item of business on the agenda at its first meeting, following the Annual Council Meeting; or
 - 2.7.2 following a membership review pursuant to paragraph 2.6 above.
- 2.8 The Chair can be a Councillor, Co-Opted Members with no voting rights or a Community Member. The Chair will be the main point of contact for the Working Group and will convene meetings in conjunction with the Clerk and Working Group membership. The Working Group must notify the Committee of its Chair pursuant to paragraph 3.3 of the Policy.
- 2.9 If the Chair is unable to attend a meeting, then a substitute Chair will be appointed for that specific meeting by the Working Group's members as the first item of business on the agenda.
- 2.10 On being appointed to the Working Group, all members must read, sign, and adhere to its Terms of Reference.

3. Voting

3.1 Each member of the Working Group has one vote. In case of equality of votes, the Chair of the meeting has the casting vote, whether they gave an original vote or not.

4. Meetings

4.1 The Working Group shall meet as frequently as required to support the Committee or Council in relation to a specific complex planning application. The Working Group will be at liberty to determine the frequency of its meetings subject to paragraph 2.8 above.

4.2 Working Group meetings are not required to be held in public.

4.3 Copies of the draft Working Group minutes shall be circulated to all Working Group members via email within 10 working days of the meeting.

4.4 The minutes shall be agreed by a majority of members via email and signed by the Chair of the meeting in accordance with Standing Order 9(d).

4.5 The agreed minutes shall be circulated to the Committee, or Council no later than the day of service of the summons to attend the scheduled meeting. On this basis, they shall be taken as read in accordance with Standing Order 9a.

4.6 The Working Group minutes will be appended to the public minutes of the Committee or Council.

5. Quorum

5.1 The quorum shall be three (3) members of the Working Group provided at least one (1) of them is a Councillor.

5.2 If the number of members present falls below the required quorum, the meeting shall be adjourned, and business not transacted until the next meeting or on such other day as the Chair may fix.

6. Responsibilities

1.4 The key objectives of the Working Group will be to provide support to the Committee or Council with complex planning applications, which require significant amounts of reading, analysis, meetings with instructed experts/consultants (instructed by resolution of either the Committee or Council) and in the preparation of recommendations and ideas on how to respond. Upon instruction by the Committee or Council, the Working Group can prepare the response for approval by the Committee or Council.

6.1 The Working Group will utilise S.M.A.R.T principles when formulating its recommendations (Specific, Measurable, Achievable, Relevant and Timely).

7. Life of the Planning Working Group

7.1 The Working Group shall continue until

- 7.1.1 such time as its existence is deemed unnecessary by a resolution of the Committee or Council; or
- 7.1.2 such time as the Working Group members determine and make a recommendation to the Committee or Council for its dissolution by way of resolution.

8. Review

8.1 The Policy and these Terms of Reference shall be reviewed annually by the Council in May of each year.

9. Signatures

9.1 All members of the Working Group must sign this Terms of Reference document to confirm acceptance.

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