

## **EPPING TOWN COUNCIL**

### **TERMS OF REFERENCE FOR PLANNING AND GENERAL PURPOSES COMMITTEE**

The Planning and General Purposes Committee has delegated authority to make decisions on the following matters on behalf of Epping Town Council; but saving such of the following matters which the Clerk acting in consultation with the Chairman of Planning and General Purposes Committee shall determine to place before Council, or matters which the Planning and General Purposes Committee may resolve to defer for consideration by Council:

1. To receive apologies for absence from members of Planning and General Purposes Committee.
2. To confirm the minutes of previous Planning and General Purposes Committee meetings and authorise the Chairman of Committee to sign and present such minutes to Council for confirmation at the earliest opportunity.
3. To receive declarations of interests from members of Planning and General Purposes Committee.
4. To receive consider and respond to public questions or presentations in relation to the functions of the Planning and General Purposes Committee.
5. To consider and formally comment on all planning applications and appeals notified to this Council by the Planning Authorities or otherwise coming to the attention of Council and issues arising from these matters.
6. To consider and formally comment on planning policy matters, including Local, County, Regional and National policy, guidance or consultation.
7. To consider and formally comment on any licensing matters notified to Council by the Licensing Authorities or otherwise coming to the attention of Council and issues arising from these matters.
8. To consider and formally comment on any request for consultation received by Council or otherwise coming to Council's attention which may indirectly or directly affect Epping's residents or visitors.
9. To receive on behalf of Council correspondence relating to planning, environmental and highway matters.
10. To authorise a Member of Committee or appropriate officer to act as a spokesperson or representative at meetings of Epping Forest District Council's or other public bodies' Planning Committees, Sub-Committees or other meetings for the purpose of relaying decisions or stated views of the Planning and General Purposes Committee.
11. To consider and determine any matter not stipulated above which has been specifically delegated to the Planning and General Purposes Committee by Council.
12. To permit the Chairman of Planning, in conjunction with the Vice Chairman and Town Mayor to comment on very minor amendments where no previous objection has been made by this Committee, through the Town Clerk or Planning & Events Officer.

Approved: Annual Council Meeting 14th May 2024  
Next review: Annual Council Meeting 13<sup>th</sup> May 2025