

**TERMS OF REFERENCE OF AREA PLANNING COMMITTEES – PROPOSED  
CONSTITUTIONAL CHANGES ARISING FROM DECISION OF COUNCIL ON  
2 NOVEMBER 2017**

3. Where a Member requests that an application is referred to the Area Committee for determination in accordance with Annexe A.
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**ANNEXE A**

**Determination of Planning Applications – Member Call-In**

- (i) *The effect of this facility is to enable a Member to request that an application is referred to an Area Planning Committee for determination instead of being determined under powers delegated to the Chief Executive/Director of Planning and Regulatory Services.*
- (ii) *A Member may ‘call in’ an application from their Ward or another Ward within the following areas:*

**Central Area Planning Committee:**

*Call-in area 1 – Maldon North, South, East, West Wards*

*Call-in area 2 – Heybridge East and West Wards*

**South-Eastern Area Planning Committee:**

*Call-in area 1 – Burnham-on-Crouch North and South Wards*

*Call-in area 2 – Althorne, Mayland, Southminster and Tillingham Wards*

**North-Western Area Planning Committee:**

*Call-in area 1 – Tollesbury, Tolleshunt D’Arcy, Great Totham Wards*

*Call-in area 2 – Purleigh, Wickham Bishops and Woodham Wards*

- (iii) *Requests must be made in writing to the dedicated email address – and within 28 days of the date an application appears on a published Weekly List produced by Planning Services*
- (iv) *A Member must provide a reason to support a call-in request.*
- (v) *A Member is under no obligation to invoke this provision on the basis of any public representation or request he or she may have received, including town or parish council, but may wish to take this into consideration, as he or she may also wish to do when reviewing the request as set out below ;*
- (vi) *Where a Member’s request is the only reason for an application being referred to the Area Committee, the Chief Executive/Director of Planning and Regulatory Services will notify the Member of his recommendation on the application following which the Member may withdraw his or her request.*

- (vii) *Due to the limited time available all responses to Certificates of Lawful Use for Proposed Development and prior notifications, including those in relation to agricultural buildings, telecommunications, hedgerows, trees in conservation areas and demolition are delegated to the Chief Executive/Director of Planning and Regulatory Services unless he considers that they should be referred to the appropriate Area Committee, time permitting.*