



Adopted: 3 April 2025
Reviewed: 2 July 2026

LOCAL PLAN WORKING GROUP TERMS OF REFERENCE

Introduction

Working Group to advise with regard to West Mersea on the updating of Colchester City Council Local Development Scheme (LDS) in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 and Localism Act 2011. To review consultation documents, evidence base reports, and correspondence, identify implications for West Mersea, including environmental, infrastructure, and community impacts and prepare draft recommendations, summaries, or response material for recommendation / agreement for full Council.

Membership

Members of the working group appointed by the Council and will consist of a minimum of 4 members of the Council, a minimum of 2 representatives from members of the public. The term of membership for a working group will be for a period of one year or to the next Annual meeting of the Council.

Quorum

The quorum of the group shall be 3.

Chair

The Chair will be appointed by the group. The Chair will be the working groups main point of contact for Council staff and Council members. The Town Clerk will be the first point of contact for members of the public. The Chair facilitates the group but does not hold authority to act unless explicitly delegated by the Council; after agreement with the group recommends external correspondence which expresses the views of the group and Council to the Town Clerk to consider for transmission; cannot make submissions independently; can act (e.g., to Council, stakeholders, or the public) in a representative capacity. The Chair may coordinate logistics and draft papers but cannot determine the group's position.

Responsibilities

The working group will plan, and co-ordinate action required to further the interests of West Mersea regarding matters connected with the updating of the Local Plan. It will report to the Council and will, when necessary, seek delegated powers to act. Expenditure, when any arises, be proposed and considered by Council unless previously delegated.

Members of the working group who are not Town Councillors must treat any information from West Mersea Town Council as confidential and, as such, must not be referred to, or repeated outside of, the working group meetings.

Members of working group who are not Councillors may contact outside organisations in their own right but should not represent themselves as speaking on behalf of the Council or the group.

Councillors are bound by its Code of Practice and the protocols and practices that do not allow Councillors to act on their own behalf. The views of the Town Council must be agreed by Full Council. If there is a need for correspondence with Colchester City Council or any outside body regarding specific matters by working group members, they should consult first with the Town Clerk to ensure proper protocol is followed.

Meetings

The working group will arrange its own meetings and schedule of work. An agenda will be produced for each meeting by the Chair. The working group will not meet in public; therefore, the Standing Orders are not applicable. The working group will report formally to the Council. A meeting will be held if requested by two members. The aim should be reaching all recommendations by consensus but in the event of a tie the Chair has the casting vote.

Minutes

There will be a note taken of action agreed by the working group.

Amendment / Modification / Dissolution

Terms of Reference may only be modified by Council, and the Working Group may only be dissolved by Council.