



Adopted: 3 April 2025
Next review: April 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.

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 Councillors.

Leader

The leader will be appointed by the group. The leader will be the working groups main point of contact for Council staff/Council members and members of the public.

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.

Meetings

The working group will arrange its own meetings and schedule of work. The working group will not meet in public, therefore the Standing Orders are not applicable, although the Code of Conduct still applies. The working group will report formally to the Council.

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.