

Planning Working Group – Terms of Reference

1. Terms of Reference for the Planning Working Group

These terms of reference solely relate to the Planning Applications working group for Freshford Parish Council.

2. Membership

Membership will consist of at least two PC councillors and ideally 2 non-councillors.

Members will be appointed by the Parish Council.

The Membership will be reviewed on an annual basis through both the Annual Parish Meeting and the Annual Meeting of the Parish Council.

The Parish Council can replace, or add, members to the Working Group at an Ordinary Parish Council meeting during the year as circumstances arise.

3. Leader

A leader will be appointed for the working party by the Parish Council.

The leader will be the main point of contact for the Clerk to Council, Council members and members of the public, and must be an elected member of the Council unless otherwise agreed by the Full Council.

The leader will notify all Working Group members of applications received that require to be reported on to the Council.

4. Powers

Working Groups cannot make decisions on behalf of the Parish Council, and any recommendations made by working parties will be considered by the Full Council, and decisions are solely made by the Full Council.

Only a PC councillor has the authority to interact with BANES officially on behalf of the PC.

5. Responsibilities

The responsibility of the planning working group is to consider all planning applications that the Full Council needs to comment on as a statutory consultee, and also those that the Full Council wishes to comment on as the application potentially impacts Freshford residents.

6. Meetings of Working Groups

The Working Party does not meet in public, therefore Standing Orders are not applicable, although the Code of Conduct still applies to any councillor who is a member of the working party.

A non-councillor is required to declare any interest they may have in a planning application that is due for consideration by the Parish Council, and they will not participate in the Working Group activities for that application.

Planning Working Group – Terms of Reference

Formal agendas and Minutes are not required.

The quorum of the group shall be 2 members, including at least 1 parish councillor.

The working group will report formally to the Full Council on a monthly basis through the provision of reports on each planning application as required.

Planning reports are to be provided to the Clerk to Council at least one week in advance of the next meeting of the Full Council.

Working Group reports to the Parish Council must provide all the prevailing views within the Working Group to enable the Parish Council to be in full possession of the facts and information available when considering the Parish Council response for that Application.