

## Planning Working Group Terms of Reference

### ~~1. Terms of Reference for the Planning Working Group~~ Purpose

~~These terms of reference solely relate to the Planning Working Group for Freshford Parish Council.~~

~~The purpose of the Planning Working Group is to assist the Parish Council in its consideration of planning applications. It has no delegated powers.~~

### 2. Membership

Membership will consist of two PC councillors and up to two non-councillors.

Members will be subject to annual appointment by the Parish Council at the Annual Meeting of the Parish Council.

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

If a vacancy occurs due to resignation or other reason the Parish Council may, as soon as is possible, will appoint members-a person to serve on the Working Group at any meeting of the Parish Council.

### 3. Responsibilities and Extent of Powers

The responsibility of the Planning Working Group is to consider and report to the Parish Council on all planning applications that the Council needs to comment on as a statutory consultee, and also any other application on which the Council wishes to provide comment where it impacts Freshford residents.

A leader of the Working Group shall be appointed by the Parish Council.

The leader will be the main point of contact for the Clerk to the Parish 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 Working Group~~s cannot make decisions on behalf of the Parish Council, any recommendations made by the Working Group will be considered by the Full Council and decisions are solely made by the Full Council.

Only a PC councillor or the Clerk has the authority to interact with BANES officially on behalf of the PC to ask for further information or to seek an extension of time for the Parish Council to make its submission.

~~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.~~

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Councillors are required by the Code of Conduct to declare any interest they may have in a planning application. The Parish Council requires non-councillors to declare any interest they may have in a planning application. Where a member of the Working Group declares an interest in a planning application, they will not participate in the Working Group activities for that application.

### **4. Process**

The Clerk to the Parish Council will notify by email all Working Group members and all members of the Parish Council of planning applications received that require consideration by the Parish Council.

Members of the Working Group will consider applications and through liaison will put together reports on all planning applications to be considered.

~~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.~~

~~Formal agendas and Minutes are not required.~~

~~Meetings of the Working Group may be convened as and when required. The quorum of the Working Group at any meeting shall be two members one of whom must be a parish councillor.~~

The Working Group will report formally to the Full Council on a monthly basis through the provision of written reports, on each planning application be considered.

The Leader of the Planning Working Group is responsible for ~~Planning reports are to be~~ submitting planning reports ~~ed~~ to the Clerk to Council at least one week ~~(10 days would be better)~~ in advance of the next meeting of the Full Council. Where, for unavoidable reasons such as late notification of an application, this deadline cannot be met, the Leader of the Planning Working Group should liaise with the Clerk to confirm when a report will be available. It is important that all councillors have sufficient time to review reports from the Planning Working Group ahead of a council meeting.

~~The Working Group should seek to provide Reports which are agreed unanimously together with a recommendation. Where there is a significant difference of view amongst members of the Group, the Report should identify the differing views to enable the Parish Council to be in full possession of all the available information when considering the Parish Council response for that Application.~~

The Planning Report produced should provide a recommendation with supporting information. Members of the Working Group should strive to reach a unanimous view on each planning application. Where there are differences of views, then all alternative views should be presented in the Planning Report. The main purpose of the Planning Report is to enable the Parish Council to be in full possession of all the available information when considering the Parish Council response for that application.

### **5. Review**

## **Planning Working Group – Terms of Reference**

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[These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council.](#)