

## Proposed Revisions to the Terms of Reference of the Planning Working Group

### Proposal

Councillors are asked to approve the proposed revisions to the Terms of Reference of the Planning Working Group (PWG). These revisions have been put together by Cllrs Adler and Stevens and the Clerk and have been circulated to Cllr Walters as the Leader of the PWG.

### Background

The Terms of Reference of the Parish Council's PWG were approved in October 2019 and included a process for review at the Annual Meeting of the Parish Council. With the Annual Meeting cancelled this year due to Covid-19 it is timely to review them now and in light of the approval of new members of the PWG at the October meeting.

### Revisions

No significant changes to the operation of the PWG are proposed. Some minor changes are proposed but most revisions are intended to enhance the Terms of Reference document. Most changes are self-explanatory.

In summary:

- A short statement of purpose has been included.
- It is stated that membership of the group includes '*up to*' two non-councillors, this provides flexibility if two suitable non-councillors cannot be found.
- A slight change to process in stating that the leader of the PWG must always be a councillor, (rather than permitting a non-councillor if agreed by the PC).
- Clarifying that both councillors and non-councillors must declare any interest they have in an application.
- As the group is only advisory, replacing statements about how it does / doesn't operate with a shorter statement.
- Explaining a process for dealing with reports that cannot meet the deadline – with planning notifications sometimes coming in close to a PC meeting it will not always be possible to meet deadlines, but it is important that councillors are made aware of this.
- Stating that the ToR will be reviewed at the Annual Meeting of the Parish Council (and not at the Annual Parish Meeting as well).

### Group Name

Councillors are asked to consider whether to change the name of the group from the Planning Working Group to the Planning Advisory Group. Whilst the group has been known as the 'Working' Group for a year now, it has been suggested that 'Advisory' may more accurately reflect the role of the group.