

HOW CAPLE, SOLLERS HOPE AND YATTON GROUP PARISH COUNCIL

Planning Working Group Terms of Reference

Membership

Up to five members of the parish council will serve on the Working Group, with a quorum of three. A quorum is necessary because unlike other Working Groups, the recommendation made by the WG is used by the Clerk under delegated powers when responding to planning applications between meetings. Non parish councillors can be invited to join the contribute to discussions.

Roles and responsibilities

The Working Group will meet as and when necessary to;

- ✓ Discuss and review planning applications. A recommendation is either:
 - Made to the full council (if the consultation period permits)
 - Made to the Clerk (who has been delegated authority to respond between meetings under s.101 of Local Government Act 1972).
- ✓ All comments will have regard to the adopted Neighbourhood Development Plan and will be based on material considerations
- ✓ Develop Planning Policies, as identified in the NDP

Term of Office

Membership of the WG will be confirmed at the Annual meeting of the Parish Council, with a major review, including leadership, to be held every four years in the year following parish council elections.

Succession planning

Each group will have a Leader and a deputy-Leader (who will be expected to take over as Leader). The remaining members will be composed of potential successors, as well as those who have been previously serving on the WG. It is important that both momentum and knowledge are kept within the WG's.

Training

It is expected that members will undertake relevant training (external or in-house), as identified by the Clerk, and there will be a sufficient hand-over process between an outgoing Leader and his/her successor.

Useful reading:

Adopted Planning Policy and Policy for dealing with Planning Applications between meetings (tbc):



Planning Policy May
2023.pdf

Adopted: 11 July 2023