

Woodmansey Parish Council

Planning Working Party Terms of Reference

Version: 0.1
Status: Draft
Date: 18th Apr 2017

Introduction

The Planning Working Party is intended as a means of assisting Council make informed decisions in an efficient manner on planning applications brought before it.

The Working Party will not make any decisions on planning applications directly, but will merely provide information and recommendations to the Council.

Functions of the Planning Working Party

1. *Review applications* - when the Clerk sends notification of a planning application to Councillors via email, the members of the Working Party will, individually, or as a group, review the application in as much detail as seems warranted.
2. *Gather more information* - if deemed worthwhile, one or more members of the working Party may visit the site of the application and/or gather any further information as may be useful in informing and/or making a recommendation to Council.
3. *Summarise key parts of an application* - the Working Party may summarise key documents, or parts of documents, from an application, so that Council can make an informed decision in an efficient manner.
4. *Identify documents to show at Council meetings* - Where relevant, the Working Party will identify which document(s) are worthwhile viewing by Council at its meeting, in order for Council to make its decision.
5. *Download documents* - in order that they may be shown at Council meetings, the Working Party will be responsible for downloading all documents relating to all planning applications coming before the Council to the appropriate computer, to be used at the Council meeting. Note that all documents are to be downloaded, not just those identified in the above point.
6. *Make recommendations to council* - the Working Party may make a recommendation to Council on any planning application, including whether to support, or otherwise, the application and any potential comments to make to the application. The Council will ultimately decide on whether to support any application and what comments are to be made.