

Terms of Reference
Planning Advisory Working Group

The purpose of Fradley Parish Council's Working Groups

Working Groups serve the Council by:-

1. Tackling issues or taking forward projects as directed by the Council.
2. Examining an issue in full detail, reading reports and related materials, examining options and obtaining advice for the Council.
3. Acting as experts and/or liaising with experts.
4. Making recommendations to the Council for approval.
5. Explaining the recommendations, reasons and options to the Council verbally or by way of a written report if the issues are complex.
6. Answering questions from the Council.

Purpose of this group

The purpose of the Planning Advisory Group is to examine and evaluate how Planning Applications will impact the lives of residents and the Fradley environment.

Specific Tasks

1. Scrutinise all new planning applications within the Parish to gain a full understanding of what they entail.
2. Identify any implications of the planning application for the district as a whole.
3. Consider the application's compliance with the Neighbourhood Plan.
4. Consider the implications for neighbours, businesses and additional stress on local infrastructure including roads, schools, health services etc.
5. Consider design factors including the materials used, visual presentation and environmental factors of the application.
6. Gain further information from the relevant planning department as required.
7. Consider whether external specialists and consultants should be engaged to prepare materials on the Council's behalf.
8. Investigate the cost of any action recommended by the group.
9. Examine options and make recommendations to the Council on all of the above.
10. Implement actions agreed with or by the Council, working with the Clerk as appropriate.
11. Supply the Clerk with drafts of any suggested written responses that have been authorised by the Council. These will then be refined further by the group and then formally submitted to the Planning Authority by the Clerk.
12. Agree the contents of, and prepare any material required for planning committees, hearings or appeals.
13. Make recommendations regarding which Councillor should represent the Council at planning committees, hearings or appeals on a case by case basis.

Working Group Meetings

The Working Group will meet in person if appropriate, but the majority of business will be conducted by email or telephone.

1. Meetings can be in person or online according to the wishes of the group and the nature of the tasks at hand.
2. The items to be discussed will be decided by the group but will be driven by the strategic priorities of the full Council and any specific direction or instructions given. This will ensure that work is tackled in a timely and systematic fashion.
3. The Working Group does not need to meet in public, therefore Standing Orders are not applicable, however the Code of Conduct still applies.
4. The group will elect a convener who will coordinate the work of the group.
5. Informal notes of the meeting and/or email correspondence should be kept which will be the basis of a monthly oral report to the Council.
6. Working groups will have at least 3 members. A quorum will be at least 2 members.
7. The group has no budget and cannot commit to any expenditure unless specific and tightly defined delegated authority has been given by the Council to members of the group. Only the Clerk can place orders for goods or services.
8. All Members of the Council are to be informed of any meetings of the Working Group and can attend, input and ask for any relevant Working Group documentation.
9. The Working Group must provide the Council with as much information as it requires to ensure it can make properly informed decisions.

General

1. The convener of the group should keep the Clerk apprised of any aspects of their report which are likely to generate extended discussion; the potential need for unallocated expenditure to be incurred; or additional resolutions to be passed.
2. The membership and function of the Working Group will be reviewed at the Annual Parish Council Meeting.
3. The Council may decide to disband this Working Group at any time.