

ESCRICK PARISH COUNCIL

Planning Working Group Terms of Reference

1. The Planning Working Group exists to review planning applications in, or significantly impacting upon, the Parish of Escrick.
2. The Working Group should consist of up to 6 members of the Parish Council but no less than 3.
3. Any Councillor having a disclosable pecuniary interest (as defined in the Council's Code of Conduct) will not be involved in the Working Group's response.

Process

1. When the Chair of PWG receives a planning application, they shall notify the Clerk and other members of the application within 2 days.
2. If applicable the Clerk shall request an extension to the consultation deadline until 4 days after the next Parish Council meeting.
3. The PWG, or an agreed subset of members, shall review the application.
4. The PWG should agree a response, and complete the proposed response form and evaluation form. PWG should provide these to the Clerk at least 5 clear days ahead of the next Parish Council meeting. If the PWG cannot agree a unanimous response, it shall make it clear that this is the case, and provide options for the full Council to decide upon.
5. The Clerk shall add an agenda item to agree the Council's response, and circulate the proposed response and evaluation with the meeting paperwork.
6. When approved by the Council, the Clerk shall then notify Planning Authority of the Parish Council's response.
7. Where there is insufficient time to review PWG's response at a meeting of the Parish Council, then the working group shall forward their proposed response and evaluation to the Clerk. Providing the response has the unanimous support of PWG, then Clerk has delegated authority to respond using PWG's recommended response. The Clerk will notify the members of the action at the next Parish Council meeting.

Adopted 3rd June 2019