

# **Haxey Parish Council**

## **Planning Working Group Terms of Reference**

<b>Name of Committee/Working Group:</b>	Planning Working Group
<b>Membership:</b>	Available to all Parish Councillors
<b>Need:</b>	<ul style="list-style-type: none"><li>• To consider Planning and associated issues in detail on behalf of the full Parish Council.</li><li>• To provide advice and considerations on Planning associated issues to the full Parish Council, prior to its monthly meetings.</li><li>• When required due to dictated timelines from the Planning Authority, through the Parish Council Clerk's Delegated Powers and on behalf of the full Parish Council, provide Planning advice/decisions to that Authority.</li></ul>
<b>Conditions:</b>	<ol style="list-style-type: none"><li>1 Core Membership of the Committee to be decided upon its creation and the continued core membership of the committee to be re-appointed at the Annual Council Meeting</li><li>2 Meetings to be convened in the week prior to the monthly Parish Council meeting.</li><li>3 Meetings will normally exclude the press and public.</li><li>4 Minutes are not normally produced. Notes of Action, to include Planning considerations, to be completed and submitted to the Parish Council Clerk for distribution prior to the next meeting of the Parish Council. Excerpts of Notes and considerations will not be available to the Public until after the Full Parish Council has resolved to accept them and they are published in the minutes of the Full Council meeting.</li><li>5 The Working Group may co-opt as required.</li><li>6 The Working Group is empowered to invite specialist professional Officers or Advisors to attend meetings to provide guidance as to matters under discussion.</li><li>7 The Clerk of the Council will not normally support the Working Group but guidance, if required, should be taken from ERNLLCA as to appropriateness.</li></ol>
<b>Restrictions:</b>	<ol style="list-style-type: none"><li>8 Only Members of the Parish Council may be members of the Working Group</li><li>9 Only members of the Working Group may speak at meetings other than by the resolution of the Working Group</li></ol>

or if specifically summoned

- 10 The quorum shall be three (3)
- 11 The Working Group will make recommendations to the full Council and is approved by the full Council to take appropriate action, through the Parish Council Clerk's delegated powers, to meet Planning Authority timelines.
- 12 In the event of emergency action being required the decision on taking such action is to be made by the Chairman or Vice-Chairman of the Full Council and subsequently reported back to the full Council

**Core Members: Cllrs Carlile (Chair), Condliff, Harris, Holgate, Knowles, Lindley.**

**Approved by Haxey Parish Council – May 2022**