HEYFORD PARK
PARISH COUNCIL

PLANNING WORKING GROUP (PWG) – TERMS OF REFERENCE

Date Agreed: **Date of Next Review: May 2024**

On 17th May 2023, the Heyford Park Parish Council resolved to create a Planning Working Group and to merge the existing Neighbourhood Plan Working Group into this. A working party has no delegated authority and cannot make decisions on behalf of the Council.

Aims:

1. To receive and review planning applications, investigate matters relating to these, and inform and make recommendations to Heyford Park Parish Council.

2. To consider any planning decisions, appeals, Planning Briefs, Tree Preservation Orders, Master Plans, Local and National Plans, Gaming and Public Entertainments Licences, and any other matters relating to planning, and recommend to Council any action that should be taken in respect of these.

3. To represent Heyford Park Parish Council on the Mid Cherwell Neighbourhood Plan Forum.

Objectives:

1. To produce a concise and critical analysis with recommendations, for consideration at Parish Council meetings.

2. To draft planning responses for consideration by the Council, which will be submitted by the Clerk if approved by Council.

4. To help deliver resolutions, and lead on any follow-up activities agreed by the Parish Council.

Author: Lorraine Watling, Parish Clerk

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Membership:

1. The PWG will consist of 5 members – at least 4 of whom will be Parish Councillors.

2. The Chairperson of the PWG will be a Parish Councillor.

3. People may join the working group during the year if authorised by the Parish Council at a monthly meeting, to maintain the PWG membership numbers.

4. Three members shall constitute a quorum for meetings.

5. A Working Group has no delegated authority so any proposals for action on behalf of the PC must be approved by the council beforehand.

Meetings:

1. Meetings of the PWG will be reported at Parish Council meetings. If the working group has not met between meetings this will be noted in the Council minutes.

2. Meetings of Working Groups are not subject to the strict rules that apply to formal council or committee meetings and do not need to be held in public. This means that they can be called informally at short notice and held remotely.

3. The WG will produce a report after each meeting that summarises the discussions of the WG and makes recommendations to the Parish Council. The report will become an appendix to the Parish Council minutes.

4. Reports from the PWG will be circulated to all members of the Council and the Clerk by email at least 72 hours before the Council meets, to enable Cllrs to review the content before the Council meets.

LMW 10/07/2023

Author: Lorraine Watling, Parish Clerk