

CHESIL BANK PARISH COUNCIL

Planning & Development working group Terms of Reference

1. Membership

- a. Membership of the group will consist of Councillors from each of the four Parishes.
- b. Members of the public may be co-opted onto the committee, although a quorum is not dependant on public representation.
- c. The Clerk will attend to support and administer, if required.
- d. The Chairman will be elected by the sub committee.

2. Purpose

- a. Primary:
 - To act as a centre of expertise in planning and development considerations, providing advice and support to individual parish council actions.
 - To establish agreed protocols to improve the accuracy and efficiency in responding to planning applications.
- b. Secondary:
 - To monitor closely existing and future policies and proposals from local (WDCC, DCC) and central government.
 - To provide advice and support to sub groups established to raise and development Neighbourhood Plans and Parish Plans.

3. Quorum

- a. Three members of the group shall constitute a quorum.

4. Meetings

- a. The group will meet as necessary to facilitate the needs of the working group; the meetings will last no more than 2 hours.

5. Expenditure

- a. Approval will be sought from Chesil Bank Parish Council for all expenditure.

6. Terms of Reference

The group will be responsible for the following matters:

- a. Acting as a central source of advice and support to individual parish councils responding to planning and development considerations within their parish.
- b. Establish agreed protocols designed to improve the accuracy and efficiency of parish councillors responding to planning and development applications within their parish, including advice on reporting conflicting stances of support and objection to applications, accurately taking into account local opinion.
- c. Monitoring existing and future policies and proposals from local and central governments.
- d. Providing advice and support, as required, to groups established to develop Neighbourhood and Parish Plans.
- e. Establish and maintain correct and close relationships with planning authorities.

- f. Representing the Chesil Bank Parish Council at meetings, seminars and workshops convened by planning authorities to address current and future planning processes.
- g. Keeping fellow Parish Councillors involved and regularly informed.
- h. Liaison with other village planning and development groups as appropriate with regard to existing and future policies and proposals.
- i. To liaise with WDDC and its Planning Obligations Officer in maximising the Section 106 Funds and Community Infrastructure Levy that is allocated and spent within group parish council area. To identify and put forward eligible projects within the individual parishes.
- j. Any other issues as requested by the main Council.

7. Reporting

- a. The Planning & Development sub committee will report back to the Chesil Bank Parish council.

8. General

- a. Every Committee of the Chesil Bank Parish Council shall operate under the relevant standing orders of the Council, follow the Code of conduct and make declarations of interest as appropriate.
- b. All copies of documents shall be vested with the Clerk and circulated to all Parish Councillors.