

Luxulyan Parish Council

Planning Working Party – Terms of Reference

1. Time:
 - 1.1. The Working Party shall be constituted for an initial period of 12 months and reviewed every 12 months thereafter.
 - 1.2. The initial period may be extended for an additional period which must be defined by the Parish Council in a full council meeting.
2. Composition:
 - 2.1. The working party must comprise of at least 3 members
 - 2.2. The Working Party may comprise up to 3 community residents
 - 2.3. The Working Party may not be less than 1 community residents
 - 2.4. One member of the Working Party must be a Parish Councillor
3. Powers:
 - 3.1. The Working Party has no power to commit the Parish Council to decisions or actions
 - 3.2. The Working Party has no decision-making capabilities
 - 3.3. The Working Party may only act in an advisory capacity to the Parish Council
 - 3.4. The Working Party may liaise with other Parish Councils, authorities and organisations
 - 3.5. All members of the Working Party must be familiar with its Terms of Reference
4. Expenses:
 - 4.1. The Working Party has no budget, but reasonable incidental expenses incurred in the course of the Working Party's work will be reimbursed, subject to approval by the Parish Council, for example costs to undergo planning training.
5. Data:
 - 5.1. The Working Party may undertake information gathering as it requires, and all information collected is to be available to the Parish Council.
6. Remit & Reporting:
 - 6.1. The Working Party is to review Pre-Applications, full planning applications and enforcement notices within Luxulyan Parish and any of the above in surrounding parishes that may have an impact on Luxulyan parish.
 - 6.2. The Working Party will be familiar with and refer to the Local Neighbourhood Plan in its draft form and in full once ratified by community referendum.
 - 6.3. The working party will look at all the relevant planning documentation, constraints, mitigations and write a short report of their findings and recommendations to the Parish Council.
 - 6.4. There should be a report submitted to the Parish Council every month unless there are no planning applications submitted or outstanding on a particular month.
 - 6.5. The Working Party may evaluate any parishioner's concerns regarding breaches of planning consent and present their findings to the Parish Council.
 - 6.6. The working Party may assist the parish clerk in constructing planning or enforcement comments on behalf of the Parish Council.
 - 6.7. Should PACE forums be introduced the Working Party may recommend when such a forum should be requested and organise such an event as required.

Approved by Luxulyan Parish Council at a full council.

Date: 8 March 2018

Minute: 17/244D

Signed: duly signed by Cllr M Linfoot, Chair