



# LAVENHAM PARISH COUNCIL

## Terms of Reference: Planning Working Group

### 1. Purpose of the Group

The purpose of the Group is to provide advice to the Council in its role as a Statutory Consultee on all matters concerned with formal Planning Applications and the Joint Local Plan. The Group is not empowered to make decisions other than to make recommendations to the Council.

### 2. Specific Tasks

#### 2.1 Process and Procedure

- Review each year the processes and procedures as detailed in 'The role of the Parish Council in Planning Matters' ensuring that it is updated for changes in legislation and best practice.
- Regularly review the training needs of the Group and request funding from the Council as required
- Request funding from the Council, under delegated powers, to obtain specialist advice when it deems such advice required including asking specialist advisors to present to them and meet with them when it deems such action appropriate.

#### 2.2 Review of Planning Applications

- Scrutinise planning applications in line with the National Planning Policy Framework, the Joint Local Plan, Lavenham Local Neighbourhood Plan and any other relevant legislation.
- Prepare a report for the Council each month containing recommendations for approval or rejection of all planning applications
- Draft a Consultee response to the Planning Authority for each planning application detailing compliance and non-compliance with the relevant legislation

#### 2.3 Joint Local Plan and Other Consultations

- When required, prepare draft responses to consultations issued from the local Planning Authority or other bodies, as requested by the Council

### 3. Membership and Quoracy requirements

- comprise a minimum of 3 Councillors, one of whom shall be designated 'Lead'.
- be quorate when 2 Councillors are present.