

West Winch Parish Council
Terms of Reference: Planning Working Group

1. The Planning Working Group is constituted as a Working Group of West Winch Parish Council.
2. The Working Group composition shall be a minimum of 4 councillors as voting members with three members of the Working Group constituting a quorum.
3. The Chairman to be elected annually by the Working Group.
4. A record of all planning applications, the responses and eventual results shall be noted in the minutes of PC Meetings. The Clerk will keep a formal record in the Planning Applications Book.
5. The Working Group has delegated executive powers to consider all planning applications pertaining to West Winch Parish and to respond to King's Lynn & West Norfolk Borough Council, the Local Planning Authority.
6. The Working Group may canvas opinions for and against applications to assist with fair determination of applications. The Working Group has an obligation to ensure that relevant parties are given an adequate hearing.
7. Any applications considered controversial shall be referred to the full Parish Council. A time sensitive response may be made by the Working Group Chairman or Clerk following a majority decision by the Working Group. Any 2 councillors may request an application be deferred for a meeting of the full Parish Council.
8. Where a site meeting is arranged, it will be subject to the prior approval of the Chairman. A Working Group member will then present findings to the Group.
9. Where an application is subject to an appeal, the Working Group is authorised to make written representation or to elect a member of the Working Group to attend the hearing.
10. All correspondence shall be conducted through the Clerk of the Parish Council.
11. Outcomes of meetings will be kept by the Clerk and forwarded by email to members of the Parish Council.
12. The Working Group will meet as the workload requires, with a minimum of 2 days clear notice given.
13. All members will attend a planning training session within a year or at the earliest opportunity.
14. Members of the Planning Working Group will be representatives for the Parish Council on the North Runcton and West Winch Neighbourhood Plan Steering Group.
15. The Chairman and Vice Chairman of the Parish Council are ex-officio members of all Working Groups and are entitled to vote.