

# **Arborfield and Newland Parish Council**

## **Planning Working Group**

### **Terms of Reference**

#### **Purpose of the Working Group**

The Working Group is an advisory group of council members and members of the public to research and advise the council on the most appropriate responses for planning applications within Arborfield Parish and neighbouring parishes and has been formed to enable flexible meeting of the members.

#### **Terms of Reference**

1. The working group will consist of 2 council members and the clerk (or other officer) in an advisory capacity. Membership is determined at the annual meeting of the council, or at a full council or committee meeting.
2. The working group may invite 5 members of the public to join the efforts of the group and to attend meetings in an advisory capacity.
3. At the first meeting of the working group, members shall:
  - a. Review these terms of reference.
  - b. Use the appointed council member as Lead Member who will ensure all members of the working group are kept informed and involved with progress, and act as the primary contact to the Planning Working Group.
4. In line with the purpose set by the council, the remit of the working group is to:
  - a. Use appropriate planning documentation to draft responses to planning applications; such as large scale housing developments or commercial developments that lie within the Parish of Arborfield and Newland, or may significantly affect the surrounding area of the parish; and present these at full council meetings.
5. The working group does not have any delegated powers to make decisions for or on behalf of the council and must not exceed its purpose or remit without the council's permission.
6. The working group reports to the council and should provide reports as appropriate in order for the council to make a decision.
7. Meetings of the working group are informal and therefore do not need to be held in public and may be held remotely.
8. Meetings of the working group do not need to be minuted, but minutes are considered best practice to allow for accurate reporting to the council.
9. Once the purpose of the working party has been fulfilled, the group will be disbanded.

The working group is an informal advisory group and any decisions made by the group cannot bind the council. The council will consider the advice provided by the working group but are under no obligation to accept the advice as a basis for any decisions made by full council.