



Elton Parish Council Planning Group Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were reviewed and recommended by the full council at the Parish Council meeting on 9 October 2023 (minute 23.154.3)

These Terms of Reference will be reviewed annually.

1. Objective of the Group

Elton Parish Council is an advisory body to the Local Planning Authority, Cheshire West and Chester Council (CWaC) for all planning applications that relate to the parish area.

The Planning Group is constituted to consider and to respond, if appropriate, on behalf of the Parish Council in respect of such applications.

2. Membership of the Group

2.1 The Planning Group shall comprise of Parish Councillors, with appointments made at the Annual Meeting of the Parish Council held in May.

2.2 The minimum membership of the Group shall be three members.

3. Responsibilities of the Group

3.1 To receive all planning applications where the Parish Council is invited to make comments by CWaC.

3.2 To consider those applications by email discussion in a timely manner.

3.3 To advise the clerk on the course of action following discussion.

4. Courses of action which the Group can instruct

4.1 To advise the clerk to submit no comment to CWaC because the Group, on consideration of the plans before them, are satisfied that the plans are neither complex nor controversial in the context of development within Elton Parish.

4.2 To advise the clerk that the Group wish to submit a comment and that, as there is sufficient time to discuss the application at a full council meeting discussion will take place at the next full council meeting.

4.3 To advise the clerk that the nature of the application is complex or controversial and that, if there is insufficient time until the next full council meeting, an extension of the consultation time should be requested of CWaC.

4.4 To advise the clerk that the nature of the application is complex or controversial and that with insufficient time to request an extension to the consultation period, or where such request is not accommodated by CWaC, to request an extra meeting of the council is arranged to discuss the Parish Council response to the application.

5. Other activities the Group may be involved in

5.1 Study relevant plans, visit relevant sites where appropriate, and consider any comments from members of the public before deciding whether to submit comments.

5.2 Consider consultations and correspondence regarding planning issues which may have an impact on the infrastructure of Elton, or an impact at local, regional or national level and advise the Parish Council on a response.

5.3 Receive decision notices in respect of planning applications received from CWaC.

5.4 Receive notification of any new legislation or regulations, changes in policy or other developments affecting the planning process. and any briefings received.

5.5 Receive notifications of planning training and participate in such training by agreement of the Parish Council.

6. Correspondence

6.1 All planning applications received will be circulated to the Group and to all parish councillors.

6.2 Discussions on planning applications by members of the Group can be made via email.

6.3 The Group has an obligation to ensure that all comments received from all relevant parties to planning applications are considered and reported to the Parish Council.

6.4 All planning applications received will be listed on agendas. Where the Group has advised that no comment is to be made, this will be recorded on the agenda. Where the group advises that the full council will discuss the application, this will be listed on the agenda. Where the Group has submitted a comment outside of a full council meeting, this will be recorded on the agenda.

6.4 All responses made to planning applications will be recorded in the minutes of the meetings of the Parish Council.

7. Responses

7.1 The Parish Clerk will communicate the responses of applications considered from the Group/the Parish Council using the CWaC Planning Portal.

7.2 The Parish Clerk will ensure that these comments are entered on the Portal in a timely manner.