



# Barrowby Parish Council

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## Terms of Reference Planning Working Group

### Document control

- **Owner:** Buildings and Assets
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Buildings and Assets for formal adoption at Parish Council May 2027

### 1. Purpose

The Planning Working Group is established by Barrowby Parish Council to assist the Council in reviewing planning applications and planning policy matters affecting the parish.

The group will consider planning applications and consultations in detail and provide **recommendations to the Parish Council**, enabling the Council to respond within statutory consultation deadlines.

The Working Group has **no decision-making powers**. All formal responses must be approved by the Parish Council or submitted under delegated authority as set out below.

### 2. Scope of Work

The Working Group may consider and make recommendations on:

- Planning applications within the parish
- Major developments affecting Barrowby
- Planning appeals
- Local Plan consultations
- Neighbourhood Plan matters
- Planning policy consultations
- Section 106 and developer contribution matters
- Other planning-related consultations affecting the parish

The group may also assist in reviewing technical documents, gathering evidence, and preparing draft responses for consideration by the Parish Council.

### 3. Membership

The Working Group will consist of:

- Parish Councillors appointed by the Parish Council
- The Parish Clerk (or Deputy Clerk) acting as advisor and administrator

The Council may invite non-voting advisors or subject matter experts to attend meetings where appropriate. Membership will be reviewed annually at the Annual Meeting of the Parish Council.

#### **4. Chair**

A Chair will be appointed from amongst the councillor members of the Working Group.

The Chair will:

- Coordinate meetings of the Working Group
- Ensure discussions remain focused on planning matters
- Report recommendations to the Parish Council

#### **5. Meetings**

Meetings will be held as required to consider planning matters, particularly where consultation deadlines apply.

As a Working Group, meetings:

- are not formal meetings of the Council
- do not require public notice
- are not subject to the Public Bodies (Admission to Meetings) Act 1960

Notes may be taken where helpful to assist reporting back to the Parish Council.

#### **6. Quorum**

As the group is advisory only, no formal quorum is required.

However, it is recommended that at least three councillors participate where possible.

#### **7. Decision Making**

The Working Group cannot make decisions on behalf of the Council.

Its role is to:

- review planning applications and documentation
- consider the potential impact on the parish
- prepare draft comments and recommendations

All formal responses must be approved by the Parish Council, unless submitted under delegated authority as outlined below.

#### **8. Delegated Authority for Planning Responses**

In order to ensure that Barrowby Parish Council is able to respond to planning consultations within statutory deadlines, the Parish Council may delegate authority to the Parish Clerk, in consultation with the Planning Working Group, to submit responses to planning applications where the consultation deadline falls before the next scheduled Parish Council meeting.

Any comments submitted under this delegated authority will be reported to the next meeting of the Parish Council. Where possible, responses should reflect previously agreed Council policy and the views of the Planning Working Group.

#### **9. Major Planning Applications**

Major planning applications (for example developments of 10 or more dwellings) should normally be considered by the full Parish Council before a response is submitted.

Where the consultation deadline prevents this, the Clerk may submit comments under delegated authority in consultation with the Planning Working Group, and the response will be reported to the next meeting of the Parish Council.

## **10. Declaration of Interests**

Members must comply with the Barrowby Parish Council Code of Conduct.

Where a councillor has:

- a Disclosable Pecuniary Interest, or
- another registrable or significant interest

they must declare the interest and withdraw from discussion where required.

## **11. Reporting**

Recommendations from the Planning Working Group will be reported to the Parish Council for consideration and resolution.

Any responses submitted under delegated authority will be reported to the next available meeting of the Parish Council.

## **12. Review**

These Terms of Reference will be reviewed periodically and at least every four years, or earlier if required.