

BURGHCLERE PARISH COUNCIL

Portal Hall, Church Lane, Burghclere, RG20 9HX
Email: clerk@burghclerepc.com Tel: 07851 956078

Planning Working Group

Terms of Reference

Introduction

Burghclere Parish Council is a statutory consultee on all planning applications in the parish considered by Basingstoke & Dean Borough Council (BDBC). The primary objective of the Group is to represent the Parish Council in planning matters referred to it by BDBC or authorities.

Details of planning applications or appeals for consultation will normally be received via email to the Clerk, who will then circulate to the Planning Working Group for initial review, prior to being considered at a full Council meeting.

Applications requiring a response prior to the date of the next ordinary meeting will be shared with the Planning Working Group for initial assessment, after which details will be sent by the Clerk to all councillors via email and, where no queries arise, the Clerk is delegated¹ to inform the Planning Department within the time allocated of the decision of the Council. However, where queries from other councillors arise that merit wider deliberation the Chair (or Vice Chair) will call for an Extraordinary Meeting to decide upon the application.

The Working Group will consist of 3 Parish Councillors, who will be appointed at each Annual General Meeting, or more frequently should a vacancy arise. Should one or more members be unavailable, any parish councillor that is available may be invited to consider an application until such time as the Working Group returns to full strength.

To fulfil this objective the Working Group shall undertake the following roles:

1. Review all planning applications and appeals affecting the parish and to present to full council meetings an overview of applications, together with a summary of any suggested responses. The conclusions will normally be submitted to BDBC by the Clerk,

¹ As agreed in meeting held 3rd July 2023 minute reference 23/69

however in cases where more detailed comment is required, this will usually be drafted by the Working Group or Parish Council Chair. The Working Group can also open a dialogue with the Local Planning Authority, other statutory consultees or bodies seeking clarification or more details on an application as necessary.

2. Ensure that the Clerk records in the full council minutes the details of any responses to planning applications that have been agreed via email only.
3. Review any potential breaches of planning control brought to their attention and liaise with BDBC Planning Team as appropriate.
4. Brief full council on all matters relating to planning, including appeals and breaches.
5. Liaise with and make representations to BDBC on all planning matters as agreed with full council.
6. Monitor and review the implementation of the Neighbourhood Plan.
7. Respond to consultations from BDBC or neighbouring Planning Authorities on their development plans, including the Local Plan, supplementary planning documents and planning policies.
8. Respond to Government consultations on planning matters.
9. At least one member of the Working Group may attend any site visits or meetings arranged by BDBC or others in order to review applications. If necessary, the Working Group, individually or collectively may arrange site visits in order to better assess the circumstances and draw up a draft response.