Loughton & Great Holm Parish Council Planning Working Group

Terms of Reference

The Parish Council as the governing body can form a Working Group to carry out specific detailed tasks on any matter that falls within its powers.

Membership
Members of the **Planning Working Group (PWG)** will be appointed by the Full Parish Council and will consist of at least three members of the council.

The Term of Membership for this working group will be for a period of one year or to the next Annual meeting of the Full Council.

The Annual Meeting of the Council will re-confirm this working group's membership and terms of reference or appoint other elected members to serve for the forthcoming civic year.

Leader
A leader will be appointed for the working group by the Full Parish Council. The leader will be the main point of contact for The Clerk, Council members and members of the public.

Powers
The PWG cannot make final decisions or spend any money on behalf of the Parish Council, and any recommendations made by the PWG will be subject to approval by the Full Council.

Responsibilities and Areas of Operation
The Full Council will establish the role of the working group and its terms of reference.

The PWG will arrange its own meetings and schedule of work. The leader of the PWG, if unable to attend a meeting of the Full Council, will nominate another member of the PWG to deliver any agreed recommendations or comments regarding planning applications.

The Planning Working Group will discuss how best to gather information and communicate with residents regarding any planning applications that are presented for consideration.

Meetings of Working Groups
The Clerk to the Council will be notified of any meeting with at least 5 working days' notice.

No agendas or minutes are required, but it is recommended to note the discussions at any meetings and forward them to the Clerk to circulate to all Council members within 3 working days from the meeting date.

The working group shall report formally at each meeting of the Council with recommendations to Council members regarding any planning applications.

Last revised and approved – May 2024 (FC99/24), May 2025 (FC93/25), May 2026 (FC95/26)