Terms of Reference for the Planning Advisory Group

Revised May 25 - Approved at PC 20/05/26

1. Authority

The Planning Advisory Group (PAG) is an advisory group with no delegated executive powers and appointed by, and solely responsible to Parish Council. The group's duties are defined and agreed by the Main Council. The group will meet according to need and as directed by the Parish Council and normally conduct its discussions of Planning Applications electronically. Written recommendations of the group, including their justification, will be submitted to the Parish Council.

2. Membership

The group will consist of Parish Councillors with a Chairman, to preside over meetings, to be re-elected each year following the Annual Parish Council meeting.

3. Records of Proceedings

The group will meet to prepare recommended responses to all routine planning matters. Written minutes will be taken to record the group's decisions and will be circulated to all Councillors and received at the next Parish Council meeting. The Parish Clerk will be responsible for arranging the distribution of the minutes. All decisions of the Parish Council will be relayed to the relevant planning authority by the Clerk.

4. Responsibilities

Primary Purpose: to advise the Council for its decisions concerning representations to the appropriate authorities regarding all planning applications in the Parish.

The Planning Advisory Group will have the following specific advisory duties that will enable the Parish Council:

(a) To consider and respond to all planning applications whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not.

(b) To comment on licenses when requested to do so.

(c) To comment on street naming where requested.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to Parish Council members for them to vote on.

5. Neighbourhood Plan (Made 26 June, 2023)

All planning applications will be reviewed to determine whether there is any conflict of the proposals with the Policies of the Neighbourhood Plan made 26th June 2023 which are listed below with their respective page numbers:

POLICY CH1: VILLAGE CHARACTER AND ENVIRONMENTALLY SENSITIVE DESIGN 39

POLICY CH2: KEY VIEWS 44

POLICY CH3: SEPARATION OF THE VILLAGE OF MILTON-UNDER-WYCHWOOD FROM THE HAMLET OF UPPER MILTON 48

POLICY CH4: SEPARATION OF MILTON-UNDER-WYCHWOOD AND SHIPTON-UNDER-WYCHWOOD 51

POLICY E1: BLUE-GREEN CORRIDORS FOR BIODIVERSITY AND WILDLIFE MOVEMENT 60

POLICY E2: LOCAL GREEN SPACES 65

POLICY F1: FACILITIES FOR SMALL BUSINESSES AND HEALTHY WORKPLACES 68

POLICY F2: RETAIL AND LOCAL SERVICES 69

POLICY F3: RECREATION AND PLAY 72

POLICY TM1: PUBLIC RIGHTS OF WAY AND WELLBEING 75

When providing their respective recommendations to the PC regarding each planning application, the Planning Sub-Group will confirm compliance with the NP Policies and otherwise advise the PC on conflicts with one or more Policies and the critical comments suggested for submission to WODC.

6. Ability to co-opt

The group will have the power to co-opt members of the public as required to assist them for specific purposes

7. Induction and training

Any induction and training of councillors should ensure an understanding of the importance of the NP and its implementation.