

Chilmington Green Development Planning Working Group

Terms of Reference

1. Purpose of working group

To consider and make recommendations as authorised on the following:

- All planning applications referred to Great Chart with Singleton Parish Council by the Planning Authority concerning the Chilmington Green development.
- All other planning matters concerning Great Chart with Singleton Parish Council, including liaison with potential developers or any agency proposing change to the built environment with regard to the Chilmington Green development.
- All matters concerning the highways and other means of access in and adjacent to GCwSPC, or likely to have any impact on the parish with regard to the Chilmington Green development.
- GCwSPC environmental matters with regard to the Chilmington Green development.

2. Membership

At the annual meeting of the Parish Council at least 3 councillors will be appointed. Members shall consist of the Parish Council Chairman (who will also be chairman of the working group) and at least two members of the full council. Non-council members are welcome to attend the meetings but will not be able to vote. Members of the working group shall be reviewed at the Annual Parish Council meeting in May.

3. Quorum

To enable the meeting to proceed and recommendations to be agreed at least three councillors (including Chairman) must be present. A quorum shall comprise not less than 3 councillors and all apologies for absences shall be recorded.

4. Meetings

Meetings will be conducted under the full Great Chart with Singleton Parish Council Standing Orders. Members of the public will be welcome to present their views on Chilmington Green specific planning applications. The working group shall if deems necessary nominate individual councillors or non-councillors to review a specific aspect of the planning application.

The working group shall normally meet on a monthly basis on date in advance of the normal Parish Council meetings. In the early stages of the development there may need to be additional meetings.

5. Attendance

The group may invite such other persons to attend its meetings as it deems necessary.

6. Public Participation

Meetings will be open to the public.

7. Administration

The proper officer of the council the Clerk should provide administrative support for the working group.

8. Agenda

The Clerk will prepare the agenda for each meeting, which shall normally include a list of planning applications to be reviewed. If the Clerk is not present at the meeting, a Councillor will note the response agreed by the group and the chairman will send those responses to the Clerk.

9. Minutes

Written minutes will be taken to record the working group decisions and will be received at the next full council meeting for information and adopted at the next planning meeting. The Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes when approved will be available on the Parish Council's website.

10. The local authority

The Clerks is responsible for submitting the response on behalf of Great Chart with Singleton Parish Council before the due date. If appropriate the Clerk may request an extension from the planning officer to meet the meeting timetable. If the Clerk is unavailable the chair of the working group may submit the agreed response.