

TARRINGTON PARISH COUNCIL

Planning Group Terms of Reference

Document Control Panel:

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Approved By	Tarrington Parish Council
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These Terms of Reference shall be reviewed by the Parish Council at least annually or as required or following any significant changes to legislation or Council procedures.

1. Purpose

The Tarrington Parish Council Planning Group has been established to support the Parish Council in reviewing planning applications affecting the parish and to provide informed recommendations to the full Parish Council.

The Planning Group has no delegated authority to determine planning applications or submit representations on behalf of the Parish Council. All formal responses shall be agreed by the Parish Council and submitted by the Parish Clerk.

2. Membership

The Planning Group shall consist of:

- At least two members of Tarrington Parish Council.
- The Parish Clerk.

The Planning Group is a councillor-led group and does not include members of the public.

3. Responsibilities

The Planning Group will:

- Review planning applications referred to the Parish Council.
- Consider relevant material planning considerations as per the Planning Application Review Template (Appendix 1).
- Undertake site visits where members consider this would assist understanding of an application.
- Record where a site visit has not been undertaken and provide the reason.
- Prepare a recommendation for consideration by the full Parish Council by completing the Planning Application Review Template (Appendix 1).

4. Decision Making

The Planning Group has no delegated authority to make decisions on behalf of the Parish Council. Recommendations will normally be presented to the next meeting of the Parish Council for consideration and approval.

Where planning consultation deadlines do not allow this, recommendations may be circulated to all councillors by email for consideration in accordance with the Council's adopted procedures.

The Parish Clerk shall submit the agreed Parish Council response to the Local Planning Authority.

5. Meetings and Communication

The Planning Group will operate flexibly to enable planning applications to be reviewed within consultation deadlines.

Members may communicate electronically, including through a dedicated WhatsApp group, to discuss planning applications, coordinate site visits and prepare recommendations.

The recommendation of the Planning Group shall be formally recorded through the Parish Council's Planning Application Review Template (Appendix 1).

6. Declarations of Interest

Members of the Planning Group shall declare any interests in accordance with the Parish Council's adopted Code of Conduct.

Any member with a Disclosable Pecuniary Interest or other interest requiring withdrawal shall not participate in the review of that planning application.

Where a member withdraws due to a declared interest, the review may continue provided the Planning Application Review Template (Appendix 1) is completed by the Parish Clerk and at least two councillors who have no relevant interest.

If fewer than two councillors are available to undertake the review, the planning application shall be referred directly to the full Parish Council for consideration, where the Planning Application Review Template (Appendix 1) shall be completed prior to the Council reaching a decision.

Appendix 1 - Planning Application Review Template

This form is to be completed by the Planning Group to record their assessment and recommendation. The completed form will be submitted to the Clerk to record the audit trail for each planning representation.

Application Details

Planning Application Reference:	
Site Address:	
Proposal:	
Consultation Deadline:	

Planning Group Members & Declarations

Planning Group Members participating in this review:	
Declarations of Interest:	☐ None declared ☐ Interest declared (Details below):

Site Visit Information

Site Visit Undertaken:	☐ Yes Date of Visit: Attendees:
Site Visit NOT Undertaken:	☐ No Reason:

Planning Assessment Matrix

Assess the proposal against the following key planning dimensions as applicable.

Material Planning Consideration	Comments & Evidence Notes
Design and Appearance <i>Visual design, scale, height, massing, materials, layout, density and impact on the character of the area.</i>	
Neighbouring Amenity <i>Overshadowing, overlooking or loss of privacy, overbearing impact, noise, disturbance, smells and effects on the living conditions of neighbouring properties.</i>	
Highways, Parking and Access <i>Highway safety, site access, visibility, traffic generation, pedestrian safety, parking provision, servicing and vehicle movements.</i>	
Landscape, Trees and Biodiversity <i>Impact on trees, hedgerows, landscape character, ecological habitats and protected species.</i>	
Heritage Assets <i>Impact on listed buildings, conservation areas, scheduled monuments or other heritage assets and their settings.</i>	
Flood Risk and Drainage <i>Flood risk, surface water management, sustainable drainage and drainage arrangements.</i>	
Planning Policy <i>Compliance with the Herefordshire Local Plan 2021–2041, the Tarrington Neighbourhood Development Plan and other relevant planning policy.</i>	
Parish Council Local Knowledge / Site Visit Observations <i>Factual local observations relevant to the planning assessment, such as existing traffic conditions, parking pressures, flooding history or site characteristics.</i>	

Planning Group Recommendation

☐ Support	☐ Support subject to conditions	☐ Object	☐ No Comment
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Reasons for Recommendation / Proposed Draft Response Details: