

# BURTON GREEN PARISH COUNCIL

## PLANNING WORKING GROUP

### TERMS OF REFERENCE

#### **Purpose**

The Planning Working Group consider the details of planning applications referred to Burton Green Parish Council by the Local Planning Authority and make observations to the Council.

#### **Authority**

The working group is appointed by and solely responsible to the Council. The working group's Terms of Reference are defined and agreed by the Council. The working group has no authority to make decisions or act on behalf of the Council and cannot bind the Council to a particular course of action. All planning applications are also considered at the public meetings of the Council.

#### **Membership**

All members of the working group shall be members of the Council; any member of the Council may attend its meetings.

#### **Meetings**

The working group is advisory. It does not need to give notice of its meetings and does not need to meet in public. The working group may meet in-person or online. The working group does not need to have a quorum to conduct business.

#### **Record of Proceedings**

The working group is not required to make a record of their meetings. Members of the working group will give a verbal report of the group's observations at meetings of the Council.

#### **Expenditure**

The working group has no authority to incur expenditure.

Signed (Chair): ClIr Grant

Date: 17<sup>th</sup> October 2022

Date for next review: October 2023