STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Terms of Reference - Planning Working Group

1. **Membership**

   The Parish Council shall appoint members of the Working Group and membership will be reviewed annually at the Annual Meeting of the Parish Council. Members of the Working Group will be councillors of the Parish Council. The Clerk may attend meetings if requested.

2. **Leader**

   The Parish Council shall appoint the Leader of the Working Group annually. The Leader will be the Working Group's main point of contact for council staff, council members and members of the public. The Leader will present the Working Group's recommended response to planning applications at Parish Council meetings, which shall reflect all viewpoints held as well as the consensus of opinion (if there is one).

3. **Powers**

   Working Groups cannot make decisions on behalf of the Parish Council, and any reports presented by Working Groups (involving recommendations) will be subject to discussion and a resolution by the Parish Council.

4. **Responsibilities and Main Aims**

   The Planning Working Group is established by the Parish Council to provide specialised oversight and recommendations on planning matters within the Parish.

   In order for the Working Group to be up to date with planning regulations, all members are to have completed planning training and to agree to refresh this knowledge regularly (every 4 years at a maximum).

   Members shall declare any conflicts of interest relating to any planning matter and refrain from participating in any discussion or decisions where such a conflict exists.

   The Working Group shall
   :

   - Review and provide input on planning applications within the Parish boundary;
   - Monitor local and regional planning policies, regulations and developments;
   - Engage with stakeholders including residents, developers and relevant authorities on planning issues;
   - Advise the Parish Council on planning related matters.

5. **Document Review**

   Reviewed: 12 May 2026 (agenda item PC107/26)
   Next review date: May 2027
   Responsible Officer, Parish Clerk.