



Wylam Parish Council
PLANNING ADVISORY GROUP: TERMS OF REFERENCE

1. AUTHORITY.

- 1.1 The Planning Advisory Group (PAG) is appointed by and solely responsible to Wylam Parish Council.
- 1.2 The PAG's Terms of Reference are defined and agreed by Wylam Parish Council, which may vote at any time to modify these.
- 1.3 Meetings of the PAG are to be held as necessary.

2. MEMBERSHIP.

- 2.1 The PAG will consist of no less than three Councillors with a maximum of four.
- 2.2 Membership of the PAG will be ratified at the Annual Meeting of Wylam Parish Council in May of each year.

3. RESPONSIBILITIES AND AREAS OF OPERATION.

- 3.1 To consider planning applications in respect of properties and developments in or affecting the Parish of Wylam.
- 3.2 To decide whether to support or object to applications on the Parish Council's behalf.
- 3.3 To ensure that any objections are based solely on planning criteria.
- 3.4 The PAG has full delegated powers to make a decision on behalf of Wylam Parish Council, unless the PAG decides that the application should be passed to full Council due to its size, controversial nature or effect on the Parish.
- 3.5 To participate in any relevant training.

4. PROCEDURE

- 4.1 Planning applications received will be circulated by the Clerk to members of the PAG for individual written responses.
- 4.2 The Chairman (or Vice-Chairman) of the Parish Council and the Clerk will jointly interpret the comments received from members of the PAG and this interpretation will form the basis of the Council's formal response to Northumberland County Council. Where the responses from PAG members are uniform, the Clerk will respond on behalf of the Parish Council. Where differing

views have been expressed by individual members of the PAG, the Clerk will formulate a response for their approval.

- 4.3 The agreed response will be relayed to Northumberland County Council by the Clerk.
- 4.4 Any member of the PAG can ask the Clerk to request an extension of time from the relevant Planning Authority in order to adequately respond to an application.
- 4.5 A record of all planning applications received, Parish Council responses and eventual results shall be noted in the Minutes of the Parish Council's monthly meetings.
- 4.6 All correspondence regarding planning applications shall be conducted through the Clerk to the Parish Council.

Approved by Wylam Parish Council: October 2016.

Review due: September 2017 and as necessary thereafter.