



**Tickton & Routh**  
**Parish Council**  
 Working and Playing Together

## TERMS OF REFERENCE

### PLANNING WORKING GROUP

Membership	Four (4) members – (Councillors only)
Quorum	Three (3)
Chairperson	The Working Group shall elect a chairperson at the first meeting.
Administration	The Parish Clerk shall provide administrative support.
Purpose	To make recommendations to full Council concerning planning matters.
Scope	The Working Group has no authority to make decisions or commitments on behalf of the Parish Council, nor does it have any budget or financial authority. All recommendations must be ratified by the full Council.  The Council's Code of Conduct applies to this Working Group.
Responsibilities	<ul style="list-style-type: none"> <li>• To ensure that all comments received, prior to a meeting, from all relevant parties, applicants and objectors, for planning applications are considered.</li> <li>• To prepare recommendations for the Parish Council to present to the Local Planning Authority on applications for planning permission.</li> <li>• Inform the Clerk to convene a full Council meeting in order to resolve contentious planning applications.</li> <li>• To deal with any other planning related matters that a meeting of the full Council considers appropriate to be referred to the Planning Working Group.</li> </ul>
Meetings	Meetings will be held as required.
Reporting Arrangements	The Working Group will report back with recommendations to Full Council.
Review	The Working Group, Terms of Reference and members will be reviewed annually at the Annual Meeting of Tickton and Routh Parish Council.

Approved at the Annual meeting of the Council on 19 May 2025 Minute ref. 079/25.