

## **Everton Parish Council**

### **Terms of Reference – Planning Consultation Working Group**

#### **1. Purpose**

The Planning WG is established to review, consider and to provide planning guidance to the main EPC on planning applications and related matters within the parish of Everton. The WG will provide informed recommendations to the EPC to ensure that development aligns with the Everton Neighbourhood Plan (ENP) local needs, preserves the character of the area, and complies with relevant planning policies.

#### **2. Role**

The role of the WG is to:

- a. Review all planning applications and consultations submitted to the EPC by the local planning authority (e.g., Bassetlaw District Council or other relevant authority).
- b. Assess applications against:
  - i. National and local planning policies.
  - ii. The Everton Neighbourhood Plan.
  - iii. Material considerations such as design, environmental impact, infrastructure, and community benefit.
- c. Conduct site visits where necessary to evaluate proposals.
- d. Prepare responses to planning authorities, ensuring they reflect the views of the Parish Council.
- e. Monitor ongoing and approved developments to ensure compliance with conditions.
- f. Report back to the full Parish Council with recommendations on significant or contentious applications.
- g. Engage with residents and stakeholders, where appropriate, to gather local views on planning matters.

#### **3. Membership**

- a. The WG shall consist of a maximum of three members, including:
  - I. At least two elected Parish Councillors (one will act as Chair).
  - II. A co-opted member with relevant expertise (e.g. architect, planner).
- b. The WG may invite external advisors (e.g., police officers, rural crime prevention officers) to attend meetings, in an advisory capacity, as needed.

#### **4. Meetings**

- a. Meetings shall be held monthly (or more frequently if required).
- b. A quorum shall be at least two members, one of whom must be a Parish Councillor.
- c. Minutes of meetings shall be recorded and reported to the full Parish Council.

#### **5. Responsibilities**

- a. **Planning Application Recommendations:** Analyse planning applications affecting the parish and report their recommendations to the full Parish Council for consideration.

- b. **Community Engagement:** Organise public meetings on major planning applications that impact Everton and the surrounding area.
- c. **Partnership Working:** Maintain regular contact with the local planning and enforcement.
- d. **Policy Recommendations:** Propose policy changes to the Everton Parish Neighbourhood Plan as required.


## 6. Conduct and Limitations

- a. The Council Representatives must act in line with the Parish Council's Code of Conduct.
- b. These ToR do not grant authority to make binding decisions or financial commitments on behalf of the Parish Council unless formally delegated.

## 7. Review

These Terms of Reference shall be reviewed annually by the Parish Council and amended as necessary.

Adopted by Everton Parish Council on: 7th July 2025

Signed:  (Chair of Everton Parish Council)

Chair of the Working Group: Councillor M Wright  
Councillor G Thomson

Clerk to the Council: Mr C Bryant