

**EXMINSTER PARISH COUNCIL**  
**MATFORD PLANNING WORKING PARTY**  
**TERMS OF REFERENCE**

**1. Introduction**

The Matford Planning Working Party ('the Working Party') is a Working Party of Exminster Parish Council ('the Council').

The purpose of the Working Party is to provide the Council with options and recommendations in relation to planning applications and reserved matters for sites within policy area SWE1 South West Exeter Urban Extension of the Teignbridge Local Plan 2013-33 (known as 'the Matford development').

**2. Membership**

The Membership of the Working Party shall be up to three members of the Council ('Council members'), and up to 3 other members of the community ('Community members'). The Chairman and the Vice Chairman of the Council shall be ex officio members of the Working Party.

Members shall be appointed by a resolution of the Council. Membership shall be reviewed annually at the Annual Council Meeting.

The Chair of the Working Party shall be chosen from the Council members of the Working Party at the first meeting of the Working Party following the Annual Council Meeting.

The Chair will be the main point of contact for the group and will convene and chair meetings.

Parish Councillors shall observe the Code of Conduct adopted by the Council when they are attending meetings of the Working Party.

**3. Voting**

Each Member of the Working Party has one vote. In case of equality of votes, the Chair of the meeting has the casting vote whether or not he or she gave an original vote.

**4. Meetings**

The Working Party shall meet as required to address planning applications and reserved matters applications in the Matford development.

Working Party meetings are not required to be held in public.

Approved 3 June 2019

Last review 6 July 2020

The Clerk/Deputy Clerk may sit on the working group ex officio (non-voting) and be responsible for taking notes. If the Clerk/Deputy Clerk is not in attendance at the meeting, one of the members present will be nominated to take notes.

The Working Party may invite other individuals or organisations to attend meetings to give advice on any relevant topic.

Working Party members must at the start of each meeting declare any interest, whether pecuniary or otherwise, in any items on the agenda, and are under a continuing obligation to make a later declaration should they realise that they do have an interest in the topic under discussion. Any such declarations will be recorded in the meeting notes.

Copies of the draft notes of the meeting shall be circulated to all Members and to the Council within 10 working days of the meeting date.

## **5. Quorum**

The quorum shall be three (3) members of the Working Party (not including those debarred by reason of a declared interest), providing at least two (2) members are Council members.

If the number of Members present falls below the required quorum, the meeting shall be adjourned, and business not transacted until the next meeting or on such other day as the Chair may fix.

## **6. Responsibilities**

The Working Party shall have the following responsibilities:

- To devise a framework within which to consider planning matters pertaining to the Matford development.
- To engage in pre-application discussions with developers, Teignbridge District Council and other relevant individuals and/or organisations in relation to the Matford development.
- To consider planning applications and reserved matters relating to the Matford development.
- To obtain professional planning advice, within budgetary limits and through recommendation to the Clerk/Deputy Clerk who will act on delegated authority, on planning and/or design matters relating to sites within the Matford area.
- To present options and recommendations to the Council for determination.

The initial budgetary limit is £10,000 and any variation will require the approval of the Council. In all cases, the Council's Financial Regulations will be applied.

While matters relating to community facilities within the Matford development will generally be the responsibility of the Exminster Neighbourhood Development Plan Implementation Group (ENDPIG), the Matford Planning Working Party may also make recommendations with regard to planning matters directly or indirectly relating to the provision of such facilities (for instance, the school site or the Matford facility).

In all matters, the vision, objectives and policies set out in the Exminster Neighbourhood Development Plan and the Exminster Parish Council Environmental Policy shall be observed.

#### **7. Life of the Working Party**

The Working Party shall continue until deemed unnecessary by the Council or until such time as the Working Party members determine.

#### **8. Review**

These Terms of Reference shall be reviewed by the Council in June of each year.