

# **Mattishall Neighbourhood Plan Planning Monitoring Group**

## **Terms of Reference**

The Neighbourhood Plan will be delivered and implemented over a long period of time by the Parish Council in partnership with a variety of different stakeholders and public and commercial bodies. As the Neighbourhood Plan is not a rigid “blue-print” but provides instead a “direction for change” through its vision, objectives and strategy, it will be necessary for options to be considered and brought to full Council for consideration.

In order to do this, a Planning Monitoring Group (PMG), formerly DMG, is proposed with the following terms of reference.

### **1. Purpose**

The main purpose of the PMG is to ensure the planning policies of the Mattishall Neighbourhood and Breckland Local Plans and NPPF policies are delivered in a co-ordinated and cohesive manner.

Working in conjunction with the Planning Department at Breckland District Council(BDC), the PMG will also provide a detailed report ‘Updates to the Neighbourhood Plan’ at each Annual Parish Council meeting. This report will monitor the progress of the Plan in the previous year and the likely implication and impact of the Plan for the forthcoming year.

### **2. Membership**

The PMG will consist of a pool of councillors and all decisions/recommendations will be made by a Lead and at least 2 other parish councillors.

Representatives from statutory bodies, community representatives (residents) may also be invited to attend as non-voting members of the group.

Professional advice may be taken on more complex applications subject to full council approval.

### **3. Monitoring & reporting**

The parish clerk is to advise the PMG of new applications upon receipt of notification from BDC. These will be regularly reconciled to the weekly lists produced by BDC

These will be compared to the MNP, LP and NPPF policies. A report on the compliance of these applications with those policies, and recommendation on comments to submit, will be delivered to council members prior to the relevant monthly meeting.

Planning applications will be monitored regularly until a final decision is made i.e. approval, refusal, appeal decision. They will then be further monitored to ensure that all conditions imposed on an application are met.

BDC have formally stated that planning conditions are not monitored and they are rarely enforced.

A member of the Parish Council will act as a minute-taker for the PMG meetings. Recommendations for comments on planning applications are deemed to be those minutes.

#### **4. Exceptional Circumstances**

It is expected that the PMG will deliver recommendations on planning applications for the full council to consider.

However, timing when comments are required to be submitted do not always offer the full council an opportunity to exercise this option. If this is the case a time extension will be requested by the Parish Clerk to allow this to take place.

If this is not granted the Chair can request an Extraordinary Meeting Parish Council(EPM). This meeting will be subject to the same rules as a regular Parish Council Meeting. Agenda published 3 days in advance of the meeting, a quorum of three councillors required for a meeting to take place and the meeting to open to the public.

Appendix A guidance attached may be used when dealing with all applications but must be used when assessing Major developments.

Current experience shows that we cannot rely on BDC Planning to keep us informed of progress the PMG therefore need to engage with developers as early as possible.

The PMG is to arrange early site visits with the developer to fully understand the development and its topography. There should be a minimum of 2 Councillors present, the Clerk can attend to take minutes but the councillors will take responsibility for the process.

The PMG, once approval has been granted by the Parish Council, may seek professional help.

All meetings are to be minuted and the minutes distributed so that all parties are clear on what was discussed and any misunderstandings can be avoided. All documents relating to the development to be uploaded to Onedrive so that they are available to all councillors.

The PMG should avoid making any comments that could be misinterpreted as a commitment to a particular course of action.

The PMG will collate all of the relevant information, then make a recommendation for the Parish Council. Once a decision has been made it will not be revisited unless new significant information becomes available.

This document was approved at a Council meeting held on 8 February 2021. Review date February 2022