Warndon Villages Parish Council

Terms of Reference for the Planning and Rights of Way Working Group (" The PAC ")

Terms of Reference for the PAC

Warndon Villages Parish Council is a consultative body regarding relevant applications in the City Council Planning process. The PAC has no executive authority in the Planning process regarding applications; its role is to uphold the original spirit of the designers of Warndon Villages / Warndon Villages Parish, by endeavouring to ensure that applications are at the very least not detrimental to that spirit and to draw to the attention of the Planning Authorities possible matters that do not appear to be in compliance with planning policies, regulations or law. It is an Advisory Committee or Working Group. The Parish Council Chair and Vice Chair are entitled to attend Planning Advisory Committee meetings.

Meetings and Responsibilities

The PAC aims to meet one week before the monthly City Council Planning Committee to consider outstanding applications and also progress on other relevant matters including future developments. The deliberations are essentially an exchange of information or seeking external input; none of the members of the PAC has professional qualifications in Planning or similar matters.

The PAC then prepares recommendations to the Planning Authorities on behalf of the Parish Council. For transparency, such recommendations are submitted to be considered at full Council meetings, supported by details of the PAC's reasoning for the recommendation. The final decision is therefore be made by the full Council and uploaded to the portal by the Clerk after scrutiny.

Should the timing of applications / closing deadlines not permit the process of submission to full Parish Council, the PAC notifies Councillors electronically regarding the recommendations or the submission of a late paper, before scrutiny by the Clerk who has conditional delegated authority for uploading the agreed recommendations to the Planning Portal.

The majority of the applications considered by the group are purely domestic, such as extensions or boundary works; should an application involve more than one property, or have wider implications for the parish, the PAC may set up a public meeting allowing residents' input; the PAC's deliberations will be held in private although a note of the outcomes will be made available.

Residents are welcome to contact the PAC in writing via the Clerk with questions or information regarding applications, but the PAC will not become involved in disputes between neighbours or other residents.

Records of Proceedings

Notes ('Minutes') are made of the PAC's discussions which are circulated to Councillors electronically; these notes are retained by the Clerk as a reference document should queries about recommendations be raised by third parties. A summary is presented to the monthly full Council meeting and uploaded to the Parish Council website as a component of the minutes of that meeting.

Reviewed at the Parish Council Meeting 11.5.2026