

Terms of reference: Strategic Planning Working Group

Adopted on:	19 th May 2026
Adopted at:	Annual Meeting of the Council May 2026
Last reviewed:	19 th May 2026

Strategic Planning Working Group

Purpose:

To maintain an overview of the development planning framework and large-scale planning applications within or affecting the Parish to allow the Parish Council a strategic understanding of development as a whole

To recommend appropriate responses, policies and courses of action to the Parish Council in respect of the above.

To engage with developers and the planning authorities to influence the drafting of planning policy documents and the terms on which development applications are granted and implemented in line with Parish Council objectives

Scope:

To act in accordance with the Neighbourhood Plan and as otherwise authorised by the Parish Council

Authority:

Appointment of Committees: Section 102(4) of LGA 1972

Planning application comments: Town & Country Planning Act 1990, Sch 1, para 8

Membership:

Council only membership. Councillors appointed via nomination from the Parish Council with a minimum of 3 members, maximum of 5.

- Colin McEwen
- Sylvia Brown
- Nigel Hole
- Matt Vallender

Meeting and arrangements

The Working Group are to meet or communicate on an ad hoc basis as required to formulate recommendations or prepare for meetings with or representations to third parties. The Working Group may also meet and negotiate and communicate with third parties in line with Parish Council policies or authority

Applications and planning documents for consideration to be delegated to the group via the Clerk, Chair or Full Council. Clerk to be notified of any print outs required for the Full Council Meeting.

In particular with regard to ongoing matters with the HHT/NEV developments:

- For meetings with at the Borough – usually 3 representatives from SWG will attend
- For meetings with SBC/HHT in South Marston – the whole group will attend
- Regular meetings of the SWG to review progress/decide priorities
- All emails to SBC/HHT will be copied to all members – where dates for meetings are to be agreed, the SWG will confer collectively before responding.

- Written notes of all meetings to be circulated to members of the group and the clerk.

Reporting

The Working Group will present their recommendations to the Parish Council at the Parish Council Meeting as informed by the Clerk. Where necessary because of deadlines responses can be delivered to SBC Planning department or other entities outside of the meeting and reported retrospectively.

Resources and budget

None – Print costs to be taken from administrative budget (Revenue)

Deliverables

Summary of delegated applications and recommendations on development issues.

Asset register

To check any equipment or items used by the group and held on the asset register yearly (usually February) and review value in coordination with the Clerk. To inform the Clerk of any changes to such equipment or insurance requirements during the year.

Review

Annual Meeting of the Council (May)

- The Google Drive will be the repository of all documents relevant to current matters. This is to save many examples of having to send each other documents that members can't find in their own files. However, this will need:
 - some re-organisation of folders etc to give rapid access to current materials
 - Councillors to actively engage with the Google Drive (a commitment we all gave!).