



Planning Committee Terms of Reference

1. Introduction

The Planning Committee is appointed by and is solely responsible to Eynsham Parish Council. The Committee's duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. The committee will comply with the Council's Standing Orders, Financial Regulations and policies.

These Terms of Reference confirm the Committee's responsibilities as follows:-

2. Membership

No fewer than 4 elected Parish Councillors. The committee membership will be appointed at each Annual Parish Council Meeting. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

Non-members may be co-opted to the committee (Local Government Act 1972 s.102(3)) because they offer specialist knowledge, expertise or enthusiasm for the work or the committee. Co-opted members have **no** voting rights.

Non-members are expected to adhere to all council policies and procedures including EPC's Standing Orders and Code of Conduct and shall preserve the confidentiality of discussions held at meetings.

At least three elected members must be present for the meeting to be quorate. If the meeting is not quorate, it shall be adjourned and any business not transacted, shall be moved to the next meeting, or handled under delegated authority, in line with council policies and procedures.

At its first meeting, it will elect a Chair to preside at its future meetings and will also elect a Vice Chair if it wishes.

3. Meetings

Meeting shall take place monthly, on Tuesdays, unless matters require additional or more frequent meetings.

Meetings will be held in Eynsham Village Hall starting at 6.45pm unless otherwise specified

The Lead Officer for this committee is the Clerk, who will be responsible for setting and circulating the agenda.

Written minutes will be taken to record the Committee's decisions and will be circulated to all members. The Clerk will be responsible for arranging the recording and distribution of the minutes. The minutes will be published online. If the Clerk is not available the Deputy Clerk or Responsible Finance Officers, may step in.

4. Responsibilities

The committee will defer any matter it considers appropriate to Full Council for resolution. The committee is responsible for making resolutions in respect of the following:

- (a) The committee has full delegated powers to decide on planning related representations and consultation responses to the appropriate authorities/organisations, unless on vote the Committee decides that the item should be deferred to Full Council due to its size, controversial nature or effect on the Parish.

Planning related matters are:

- i. Planning and licensing applications.
 - ii. Street naming.
 - iii. Road/street signage requests
 - iv. Gravel and minerals.
 - v. Garden Village.
 - vi. West Eynsham Strategic Development Area.
 - vii. A40 proposals.
 - viii. CIL/S106 developer contributions.
- (b) All decisions will be relayed to the relevant planning authority by the Clerk.
 - (c) To undertake a review of Eynsham's Neighbourhood Plan and associated documents and to undertake and record any consultation carried out, as part of the review process leading to public referendum.
 - (d) To work with external agencies to support the Community Action Plan for Zero-Carbon Energy (CAPZero)
 - (e) Liaising with relevant authorities, statutory bodies and organisations to represent the Council on planning matters listed in (a).
 - (f) Representation at WODC Planning Liaison meetings, as arranged
 - (g) The committee will pursue activities contained within the Council's Strategic Plan and any related documents, which will inform the budget setting process, officer resources, agree priorities and milestones and communication requirements.

5. Budget Responsibilities

The Planning Committee is responsible for the following budget codes:-

Income	
123 - Neighbourhood Plan	1076 - Grants
Expenditure	
123 - Neighbourhood Plan	4054 - Neighbourhood Plan

6. Delegated authority

In line with the council's scheme of delegation and Financial Regulations, the Clerk/Deputy Clerk/RFO shall liaise with the Chair/Vice Chair on actions/payments as and when required.

7. Sub Committees

Sub-committees or working groups may be created for specific task/projects. Clear terms of reference shall be created and approved by the Open Spaces Committee, detailing the scope of the task/project. Members of sub-committees and working groups are expected to adhere to the councils' policies and procedures, and display the same behaviours as expected and detailed in this document.