

Terms of Reference for the Planning Committee

Updated with effect from 5 September 2017



1. Authority

The Planning Committee is appointed by, and solely responsible to Eynsham Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers.

2. Membership

The committee will consist of no fewer than **four elected parish councillors**, and at its first meeting will elect a Chairman to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting. It will also elect a Vice Chairman if thought appropriate, although any elected member can preside by agreement in the Chairman's absence. **A quorum will be a minimum of three elected Members.** The Chairman and Vice Chairman of the Full Council will have automatic membership and full voting rights.

3. Records of Proceedings

The committee will meet once a month (if required) or on such other dates as agreed by the committee to prepare responses to all routine planning matters. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, received at the next Full Council meeting and adopted at the next planning meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All decisions will be relayed to the relevant planning authority by the Clerk or the Chairman of the Committee on behalf of the Clerk. The minutes will be published on Eynsham Online.

4. Responsibilities

The committee has full delegated powers to make a Council decision regarding representations to the appropriate authorities regarding all planning applications in the Parish, unless on vote the planning committee decides that the application should be passed to full Council due to ~~it's~~ size, controversial nature or effect on the parish.

- (a) To consider and respond to all planning applications whether notified by the County Council, District Council or other planning authority or not.
- (b) To comment on licensing applications when requested to do so by the licensing authority.
- (c) To comment on street naming when requested to do so by the County Council or District Council.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.