

Terms of Reference for the Planning Committee

Approved at the Annual Parish Council Meeting on 4 May 2021



1. Authority

The Planning Committee is appointed by and is solely responsible to Eynsham Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. The committee will meet monthly but can also be convened to deal with special events as they occur. **The committee has executive powers.**

2. Membership

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than **four elected Parish Councillors**. At its first meeting, it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes. The committee membership will be elected at each Annual Parish Council Meeting. A quorum at the Committee meetings will consist of no fewer than **three elected members**. The Chairman and Vice Chairman of the Council will automatically be members of the committee and have full voting rights.

3. Records of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors. The minutes will be published at Eynsham Online. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

4. Responsibilities

The committee is responsible for making resolutions in respect of the following:-

- (a) The committee has full delegated powers to make a Council decision regarding 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) Streetnaming.
 - iii) Gravel and minerals.
 - iv) Garden Village.
 - v) West Eynsham Strategic Development Area.
 - vi) A40 proposals.
 - vii) CIL/S106 developer contributions.
- (b) All decisions will be relayed to the relevant planning authority by the Clerk.
- (c) To investigate and undertake public consultation to pursue updates to Eynsham Neighbourhood Plan for adoption (Budget code 123-4054).

- (d) Liaising with relevant authorities, statutory bodies and organisations to represent the Council on planning matters listed in (a).
- (e) A Schedule of Work is required for the following year activities which will inform the budget setting process, identify training needs, dedicate Officer time, agree priorities and communication requirements.

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.