

Adopted 19th May 2025

Next review May 2027

SHRIVENHAM PARISH COUNCIL Planning Committee Terms of Reference

Authority

The Planning Committee (the Committee) is appointed by, and solely responsible to Shrivenham Parish Council.

The Committee's duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committee's powers.

At the May 2023 meeting of the Full Council it was resolved to delegate the power to the Committee to respond to planning applications on behalf of the Council.

The Committee shall be bound by the Standing Orders of Shrivenham Parish Council.

Meetings are to be held as required.

- a) Where possible planning applications will be heard at a full Council meeting.
- b) Where the response to an application is required before the next full Council meeting the Committee will meet to agree a response.
- c) Other planning matters may require a meeting of the planning committee.

Membership

The Committee shall comprise six members of the Parish Council. A Chairman shall be elected annually at the first meeting of the Planning Committee. A Chairman is to be re-elected each year following the Council's Annual General Meeting.

Quorum

Three members of the Committee constitute a quorum.

Responsibilities

The Committee will consider those planning applications and other planning issues pertaining to Shrivenham Parish that are put before it. Subject to delegated powers the committee will either develop a response on behalf of the Council, for ratification at the next Council meeting, or put forward its recommendations to the Council.

Responses made or recommended by the Committee will require a majority decision by the Committee.

All correspondence shall be conducted through the Chairman of the Committee or the Clerk of the Parish Council.

The Planning Committee may canvas opinions for and against applications from other members of the Council to assist with fair determination of applications.

Where an application is put before the Vale of White Horse District Council's Planning Committee, the Committee is authorised to elect a member to represent the Council at that meeting.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing on behalf of the Council.