



## **Planning Committee**

### **Terms of Reference**

#### **1. Objective**

Charlbury Town Council is a statutory consultee to the Local Planning Authority, West Oxfordshire District Council, for all planning applications that relate to the parish.

The Planning Committee is constituted to consider and to respond on behalf of the Town Council in respect of such applications.

#### **2. Membership**

Membership shall consist of all Town Councillors. The Chair of the Committee will be elected annually at the Annual Meeting of the Town Council.

The quorum of the Committee is three.

#### **3. Areas of Responsibility**

The Planning Committee has the delegated authority from Charlbury Town Council:

- a. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council
- b. To make representations in respect of appeals against the refusal of planning permission
- c. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning applications
- d. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure
- e. To deal with any other planning related matter that it considers appropriate to be referred to the Planning Committee

The Planning Committee has additional areas of responsibility relating to matters of planning policy:

- f. To engage with WODC and/or other councils on the preparation/revision of the West Oxfordshire Local Plan and other plans or orders with geographical scope that includes Charlbury parish.
- g. To consider and respond to government consultations on national planning policy (e.g. white papers and revisions to the NPPF)
- h. To keep the Neighbourhood Plan under review and make proposals to full council as appropriate for revisions to the Neighbourhood Plan



- i. To engage with the Oxfordshire Neighbourhood Plans Alliance (ONPA)

#### **4. Planning Applications**

The Parish Clerk will notify the Planning Committee of all planning applications as they are received. The applications may be viewed on the planning portal at West Oxfordshire District Council.

#### **5. Meetings**

The calendar of meetings shall be confirmed at the December Town Council meetings for the following year.

The Town Clerk or the Chair of the Planning Committee may call additional Planning Committee meetings as and when necessary, to ensure that all planning applications received can be discussed and replied to within the required timescale. However, if no matters of serious concern have been raised for any such planning application(s) by Committee members or Charlbury residents, and if no member of the public has requested to address the Committee about them, then the Town Clerk may propose a response based on the collated comments of Committee members and having due regard to comments from other local residents if appropriate. Subject to approval by Committee members, this response can then be submitted before the deadline date without the need for an additional Committee meeting.

The Planning Committee has an obligation to ensure that any comments received prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Town Clerk or by any member nominated at the meeting and circulated at the Full Council meetings.

#### **6. Responses**

The Town Clerk will communicate to the Local Planning Authority the Committee's decisions in respect of applications considered.

The Committee is authorised to nominate a committee member to attend the WODC Uplands Planning Sub-committee to make a representation on behalf of the TC on any specific planning application, where this is deemed appropriate.

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.

All correspondence shall be conducted through the Town Clerk.

#### **7. Review**

These terms of reference are to be reviewed bi-annually by the Town Council at the Annual Town Council meeting.

