Shrivenham Parish Council

Planning Committee: Terms of Reference

Adopted by Full Council on: 4th November 226 **Minute reference:** **04/11/26.16.2**

Review date: May 2027

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.

Shrivenham Parish council has resolved to delegate the power to the Council to the Planning Committee in relation to:

1. Considering and submitted responses to the Planning Authority in relation to planning applications submitted.
2. To discuss and prepare recommendations for consideration at full council in relation to the Neighbourhood Plan.

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

Meetings are to be held as required.

Where possible planning applications will be heard at a full Council meeting.

Where the response to an application is required before the next full Council meeting the Committee will meet to agree a response.

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.

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.

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Shrivenham
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.

Adopted by resolution of the Full Council:

Chairman: _____ Date: _____

Clerk: _____ Date: _____

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