

# Drayton Parish Council

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## DRAYTON PLANNING COMMITTEE TERMS OF REFERENCE

**Date Last Agreed: May 2022      Date of Next Review: May 2023**

### **Objective:**

Drayton Parish Council is a statutory consultee to the Planning Authority (Vale of the White Horse District Council) for all planning applications that directly relate to the parish area. The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to Drayton Parish Council by the Planning Authority, notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.

### **Membership:**

1. Membership of the Planning Committee is established at the Annual Meeting of the Parish Council in May each year.
2. The Planning Committee consists of a Chairperson and up to four other councillors as members.
3. The Chairperson of the parish council is ex-officio of all committees and has voting rights.
4. Co-opted councillors may join during the year if authorised by the parish council at a monthly meeting;
5. Members from outside bodies may be invited to join the committee. These persons do not have a right to vote or to move or second a motion (as per Standing Orders);
6. Three members shall constitute a quorum for meetings (as per Standing Orders).

### **Meetings**

7. Meetings are to be held as and when required in order to consider the Parish Council's timely response to any planning issues

### **Decision/Delegated Powers:**

8. To consider and respond to all applications for planning permission and planning appeals referred to Parish Council by the Local Planning Authority;

9. To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Area;
10. To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;
11. To consider and comment on all planning matters relating to the Parish of Drayton and advise the parish council as necessary;
12. To comment upon and monitor Tree Preservation Orders and to seek for the making of further TPOs by the Local Planning Authority if deemed desirable;
13. To make representations in respect of appeals against the refusal of planning permission or conditions imposed by the Local Planning Authority.
14. To respond to all relevant consultation documents relating to planning and associated matters;
15. To formulate, and to review on a regular basis (at least every four years), any Parish Plan or Planning Framework agreed for Drayton; and to make unsolicited representations to the local planning authority in respect of the future development of the village based on any such plans
16. The committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work.

**Responses:**

17. All correspondence is to be conducted through the Parish Clerk or the Deputy Clerk.
18. The Parish Clerk and Deputy Parish Clerk have delegated powers to decide, and to submit planning application responses to the VWHDC on behalf of the Council, after consultation with members of the Planning Committee and the agreement of the Chairman. If the Parish Clerk or Deputy Clerk are unavailable, the Chairman of the Planning Committee may submit the response to the VWHDC, after consultation with planning committee members
19. The Clerk or Deputy Clerk will ensure that these responses arrive within the timescale for each application.
20. 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 or inquiry.
21. Wherever possible, a member of the planning committee is to be nominated to attend Planning Authority's Planning meetings to represent the parish councils views in respect of controversial planning applications.