

WESTON ON THE GREEN PARISH COUNCIL

TERMS OF REFERENCE: PLANNING SUB-GROUP



The overarching objective of the Planning sub-group is to ensure the effective oversight of all planning applications that may impact upon the Parish.

MEMBERSHIP

- At least three Councillors from the Parish Council membership of eight, including a lead. Where the membership of the Parish Council consists of five or less members two Councillors will be members of the sub-group. All Parish Councillors will be asked to provide support and opinions on planning matters.
- The lead of the sub-group will be agreed at the Annual Meeting of the Council, along with membership.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

QUORUM

- A quorum will be two members out of the two/three appointed to the Planning sub-group.

MEETINGS

- The sub-group shall meet as and when required.
- The sub-group may call an 'Emergency' public meeting to highlight and discuss anything relating to a particular planning application or issue.

POWERS

- The sub-group shall meet as required but conduct business about routine planning matters by email. It will provide reports and recommendations to the full Council for agreement, as necessary.
- The sub-group will have delegated powers to consider applications and to respond on behalf of the Parish Council if replies are required before the next Parish Council meeting.

ROLE: IN SCOPE

- To review all planning applications as submitted via the Cherwell District Council portal.
- To provide a report on these applications to the Parish Council for discussion and debate.

- To note the decision of the Parish Council and write to Cherwell District Council, developers, PR agencies working on behalf of developers and other associated stakeholders where necessary to register the view of the Parish Council either directly or via the Clerk.
- To address violations in planning conditions as raised by concerned residents of the village, or the Parish Council and act accordingly.
- To work with District Councillors on planning issues.
- To act as a point of contact for members of the Parish who would like to discuss prospective planning applications relating to their own property.
- To act as a point of contact for members of the village who wish to better understand or discuss a planning application that impacts their own property.
- To report to the full Council that it has met.

ROLE: OUT OF SCOPE

- To deal with any planning applications that fall outside of the Parish boundary and/or if there is a specific requirement, as directed by the Parish Council.

STAKEHOLDERS

- Members of the Parish
- Cherwell District Council Planning and Enforcement Officers
- District Councillors
- Parish planning campaign groups

REPORTING

- The Planning sub-group will report so that a record of all planning applications, the responses of the Parish Council and decisions taken by planning authority can be recorded in the minutes of the Parish Council.
- Should the Planning sub-group meet outside of the regular Parish Council then when required the Clerk will be asked to minute the meetings and these will be submitted to the Parish Council at the next meeting for adoption.
- The Clerk or failing this the lead of Planning Committee is responsible for submitting the responses to the planning authority.

COMMUNICATIONS

- To work with the Clerk to ensure information is available to enable a bi-monthly update on planning applications to the village via the Village News.
- To communicate via existing channels of communication relating to 'emergency' planning issues as appropriate.