

## CLAYDON AND WHITTON PARISH COUNCIL

### PLANNING AND AMENITIES COMMITTEE - DRAFT TERMS OF REFERENCE

#### **1. General**

- a) The Planning and Amenities Committee ('the Committee') shall consist of:-
  - (i) A Chairman
  - (ii) A Vice Chairman
  - (iii) Up to a maximum of [*five*] other members of the Claydon & Whitton Parish Council ('the Parish Council')
  - (iv) The Chairman and Vice Chairman of the Parish Council (*ex officio*)
- b) The Chairman and Vice Chairman of the Committee shall be elected annually at the first meeting of the Committee following the Parish Council's Annual General Meeting
- c) A quorum shall be three members of the Committee
- d) Each member of the Committee shall have one vote. In the event of a tie, the Chairman of the Committee shall have a casting vote
- e) The Committee shall meet as necessary to carry out its powers, responsibilities and areas of operation, preferably prior to meetings of the Parish Council

#### **2. Conduct of Meetings**

- a) All meetings of the Committee will be convened in accordance with the Standing Orders of the Parish Council
- b) Minutes of Meetings will be taken by the Clerk to the Parish Council or, in her absence, by a member of the Committee

#### **3. Powers of the Committee**

The Committee shall be empowered to act on behalf of the Parish Council in respect of any planning issues and in particular, to:

- i) Support or object to planning applications as appropriate on behalf of the Parish Council
- ii) Submit comments and recommendations regarding planning applications to the appropriate Local Authority or Authorities on behalf of the Parish Council
- iii) To respond to consultations regarding planning issues and/or matters, including the infrastructure of the Parishes of Claydon & Whitton (rural), which may have an impact on planning
- iv) To consider and review amenities in the Parishes of Claydon & Whitton (rural) as and when appropriate and make recommendations to the Parish Council for any proposed addition, change and/or improvements to such amenities

In this context, 'amenities' are defined as 'features situated within the Parish of Claydon & Whitton (rural) which provide comfort, convenience or pleasure for local residents': for example the Conservation Area, Recreation Ground, parking areas, infrastructure, footpaths and bridleways, grass verges, bus shelters, village hall clock, allotments, litter and dog bins, recycling facilities, street lighting

#### **4. Responsibilities and Areas of Operation of the Committee**

- a) To consider planning applications in respect of properties and developments in the parishes of Claydon and Whitton (rural), to decide whether to support or object to such applications and to submit comments and recommendations on behalf of the Parish Council to the appropriate Local Authority or Authorities
- b) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to support or object and/or submit comments or recommendations as in clause 4 a) above
- c) To ensure that any objections or recommendations are based solely on planning criteria
- d) To consider consultations and correspondence regarding planning issues or matters, including the infrastructure of the parishes of Claydon and Whitton (rural) which may have an impact on planning at local, regional or national level and to respond as appropriate on behalf of the Parish Council
- e) To take note of decisions in respect of planning applications made by or received from the appropriate Local Authority or Local Authorities
- f) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process and any briefings received and to ensure that members of the Committee participate in any relevant training
- g) To liaise with all relevant Local Authorities, such as the County Council and District Councils, with other Parish Councils in the local area as appropriate and with any other relevant groups or organisations regarding planning issues and other matters, including the infrastructure of the Parishes of Claydon and Whitton (rural) and environmental improvement schemes, which might have an impact on planning
- h) To bid or apply for grants or other monies to finance any initiatives which are consistent with the Powers, Responsibilities and Areas of Operation of the Committee
- i) To consider and review amenities in the Parishes of Claydon & Whitton (rural) as and when appropriate and make recommendations as outlined in clause 3 iv) above