**Watlington Parish Council**

**Planning Committee Terms of Reference**

**Membership**

The Planning Committee will comprise of a minimum of eight elected members of Council. Members will be elected at each Annual Meeting of Council. A Chair and Vice-Chair of the committee shall be elected annually from among its members.

The committee may co-opt members as it sees appropriate. As per the Standing Orders, these co-opted members shall not have voting rights.

**Code of Conduct**

All voting members of the Committee, both Councillors and Co-optees, are subject to the “Model Code of Conduct – Parish Councils” and will need to be aware of the contents of the Code, complete the Register of Interests and act accordingly.

**Quorum**

A quorum for this committee shall be three voting members.

**Reporting**

The Committee will consider all matters referred to it by the Council and will make recommendations to Council for approval.

**Meetings**

The committee shall meet on the first Tuesday of each month at 8pm. The agenda for each meeting is to be prepared by the clerk and agreed by the chair of the committee.

**Remit**

The primary function of this committee is to assess planning applications against the policies and guidance contained within the WNDP, other local and national policy framework documents and all other material planning considerations in order to pass comment and make recommendations to SODC as a statutory consultee, on behalf of the Parish Council.

The committee is responsible to the Parish Council for:

* Delivery of the WNDP in partnership with the Neighbourhood Plan Advisory Board
* Taking recommendations to Full Council for approval as required
* Monitoring the WNDP in accordance with the terms of Section 8 of the Plan
* Reviewing the Plan in accordance with the terms of Section 8 of the Plan
* Monitoring the environmental impacts of the WNDP against the SODC indicators, the relationship with the SEA Directive and the indicators listed in the WNDP Environmental Report.
* Reviewing and responding to any national or local draft planning legislation on behalf of the Parish Council as required
* Responding to planning consultations on behalf of the Parish Council
* Liaising with neighbouring Parish Councils on planning matters that affect the Watlington parish as required
* Presenting the Committee’s minutes to Full Council as well as any actions or recommendations in relation to planning matters
* Coordinating the occasional Watlington Planning Award
* Preparing an annual planning report by the 30 April each year

*Agreed by Full Council on 28th September 2018.*