**Watlington Parish Council Planning Committee - Terms of Reference**

**Membership**

The Planning Committee will comprise of a minimum of five 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 (Councillors) are subject to the “Model Code of Conduct” and non-voting members (Co-optees) are expected to follow The Seven Principles of Public Life (also known as the Nolan Principles) 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.

**Meetings**

The committee shall meet on the first Tuesday of each month usually at 7pm. 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:

* Monitoring the delivery of the WNDP in partnership with all Parish Council committees and the Neighbourhood Plan Advisory Board
* Responding to consultations on planning applications on behalf of the Parish Council
* Reviewing and responding to any national or local draft planning legislation and other consultations on behalf of the Parish Council as required
* Liaising with other councils, statutory bodies and organisations on planning matters that affect the Watlington parish as required
* Taking recommendations to Full Council for approval as required
* Presenting the Committee’s minutes to Full Council as well as any actions or recommendations in relation to planning matters
* Preparing an annual planning report by the 30 April each year