

## **Cholsey Parish Council Planning Committee (“the Planning Committee”)**

### **Membership**

The Planning Committee will comprise a minimum of two Members and may also include one non-Councillor. The Planning Committee are required to provide recommendations to the full Parish Council and all members of the Parish Council have voting rights. The non-Councillor will have no voting rights.

### **Meetings**

The Planning Committee will meet monthly, or more frequently as required, and the meetings shall be included in the published scheduled of meetings.

### **Terms of Reference**

- The Planning Committee is a committee of The Cholsey Parish Council.
- The Planning Committee shall function and operate in accordance with The Parish Council’s approved Standing Orders.
- Membership of the committee will be ratified at the Parish Council’s Annual Council Meeting in May of each year.
- The Planning Committee Chairman shall be elected annually by the Parish Council Committee.

### **Responsibilities**

The Planning Committee shall undertake the following roles and functions:

- To consider all planning applications received from South Oxfordshire District Council (SODC) and Oxfordshire County Council (OCC).
- Consultation on Planning Applications.
- Receipt of Decision Notices from SODC and the Planning Inspectorate.
- Consultation on Tree Preservation Orders.
- Consultation on street naming and numbering.
- Consultation on Listed Buildings.
- Any other matter of a non-strategic nature relating to parish planning.

### **Delegated Powers**

The Planning Committee shall have the following delegated powers:

- To make recommendations to the Parish Council for consideration and approval.

- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Planning Committee.
- To examine, review and develop, on behalf of the Parish Council, various policies, strategies, and plans relating to its subject area.
- To arrange for appropriate community engagement on issues linked to the purpose of this committee.
- Fully delegated responsibility to respond to SODC planning. (Referral to The Parish Council when deemed necessary for major developments, to call a Parish Council meeting if required due to time scales on response).

The Parish Clerk shall have the following delegated powers:

- To submit responses to planning applications and public consultations as directed by the Parish Council.

### **Application Types & Government Definitions**

<b>Application Type</b>	<b>Government Definition</b>
<b>Major</b>	<ul style="list-style-type: none"> <li>• 10 or more dwellings or the site area for residential development is 0.5 hectares or more</li> <li>• 1000 sqm or more, or the site is 1 hectare or more</li> </ul>
<b>Minor</b>	<ul style="list-style-type: none"> <li>• less than 10 dwellings or the site area for residential development is less than 0.5 Hectares</li> <li>• Less than 1000 sqm, or the site is less than 1 hectare</li> </ul>
<b>Other</b>	Changes of use, householder development (development within the curtilage of a residential property), adverts, listed building consents, lawful development certificates, agricultural notifications, telecommunications, etc.

## **Current Planning Committee members**

- Mark Smith (Chairman)
- Paul Jenkins (Deputy Chairman)
- Non-Counsellor (vacant)

## **What is the Role of the Planning Committee?**

The Planning Committee meets monthly and provides recommendations to the full Parish Council for consideration. The Planning Committee and the Cholsey Parish Council only have an advisory role on planning applications.

## **What is not the Role of the Planning Committee?**

The Planning Committee (nor Cholsey Parish Council) are **not empowered to accept or reject any** applications. Applications are initially submitted to South Oxfordshire District Council (SODC) before dissemination to the Parish Council for consideration and comment.

## **Planning Application Consideration**

The Planning Committee considers each application taking into account the current national planning framework, the Cholsey Village Neighbourhood Plan and any concerns or objections raised by residents. The Planning Committee then makes a recommendation to the full Parish Council, which may be to Support, Object, or simply provide comment on some aspects of the application. A vote is held at each full Parish Council meeting and the Clerk reports all decisions to SODC. **For decisions, please refer to full Parish Council minutes or SODC Planning Portal.**

## **Timescales**

The timescale for recommendations is three weeks, during which the Planning Committee members will visit the property concerned and, where possible, adjacent house owners. The short timeframe and the number of applications typically received, oblige the Planning Committee to meet at least once a month, in addition to the full Council meetings. In extremis, the Clerk can submit a request to the SODC Planning Officer for an extension to this timeline but is not guaranteed.