

Planning Committee

TERMS OF REFERENCE

1. Remit

To review all planning applications and respond on behalf of North Leigh Parish Council planning consultations, and when considered appropriate, send a representative of North Leigh Parish Council to any relevant planning committee meeting of

- The planning department of West Oxfordshire District Council;
- Oxfordshire Council;
- Or any other relevant body.

2. Meetings

To meet a minimum of once per year.

The Clerk will minute all meetings of the Planning Committee and minutes will be submitted to the Parish Council at the next meeting for adoption.

The Clerk is responsible for submitting the responses to the Planning Authority. Planning responses will be circulated to members of the Planning Committee to approve before submitting to the West Oxfordshire District Council (WODC) website.

3. Appointment of members

The Committee will be comprised 4 core members with a quorum of three. Members will be appointed at the Annual Parish Council Meeting. The Chairman will be elected by the Planning Committee at its first meeting after the Annual Council meeting, or in the first instance, the meeting after which the formation of the Committee has been agreed. The Committee may also appoint a Vice-Chairman. Committee membership substitutions can be made with any councillor of North Leigh Parish Council, this is to ensure where possible 4 members are present at all planning committee meetings.

4. Delegated Authority

The Committee has delegated powers to consider all planning applications and to respond to them on behalf of the Parish Council.

5. Scope (Note: Planning Committee meetings will be held as needed. Planning applications will be reviewed at the meetings of the full Council except where a Planning Committee is convened. In this instance, planning applications will be considered at the Planning Committee meetings in accordance with this Terms of Reference.)

To consider all planning applications.

To study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.

To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's Standing Orders.

To endeavour to ensure that any objections or recommendations are based solely on planning criteria.

To consider environmental aspects when considering planning applications.

To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.

To respond on behalf of the Parish Council to all consultations regarding planning issues or issues that will have an impact on planning. The Committee is authorised to make written representation or to elect a member to attend the hearings of the WODC Planning Committee.

When an application is subject to appeal, the Committee is authorised to make written representation or to elect a member to attend the hearing.

To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

When appropriate, seek expert opinion and guidance from other parties.

6. Review

These Terms of Reference were adopted at the Council meeting on 14th May 2026 to be reviewed at the next Annual Parish Council Meeting or sooner if legislation dictates.