

## Uffington Parish Council

### Planning Committee - Terms of Reference

#### **Membership**

The Planning Committee will consist of three members of the Council:

The Chair (or Vice Chair if the Chair is not available)  
Two other Cllrs (depending on availability)

In attendance:

The Clerk (if the Clerk is not available, another member of the Committee will take the minutes.

#### **Powers**

The Planning Committee will have delegated powers from the Council to review and respond to any planning application(s) for which it is convened.

The Planning Committee will review the planning application(s) in question and produce a draft response for review by the Committee and then formulate the final response for submission by the Clerk to the Vale of the White Horse District Council (VOWHDC).

The response will then be submitted to the VOWHDC planning portal within the designated timescale.

#### **Minutes and Approval**

Draft Response. The draft response will be circulated to the full Council prior to submission for information only; other members of the Council will not ordinarily have the power to suggest alterations to the draft.

Minutes and Final Response. Minutes of all Committee meetings will be taken by the Clerk (or a councillor) and the draft circulated in the normal way, along with the final response, to all councillors for approval by at least 2 members of the Planning Committee at the following full Council.

Note: All references to the 'full Council' also apply to the Emergency Committee if invoked at the time.

Last updated: March 2020

Adopted by the Council on: 9 March 2020