



Wallingford Town Council

Planning Committee (“the Committee”)

Membership

The Committee will comprise 10 Members, and may also include two non-Councillors. The Mayor shall be an ex officio member of the Committee and shall have voting rights. The non-Councillors do not have voting rights.

The quorum of the Committee shall be five voting Members.

Meetings

The committee shall meet every two weeks (bi-weekly) and the meetings shall be included in the published scheduled of meetings

Terms of Reference

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

Responsibilities

The Committee shall undertake the following roles and functions:

- To consider all planning applications received from South Oxfordshire District Council and Oxfordshire County Council
- Consultation on Planning Applications
- Receipt of Decision Notices from South Oxfordshire District Council 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 town planning
- Highways and transportation matters
- Neighbourhood & local plans
- Emergency planning

Delegated Powers

The Committee shall have the following delegated powers:

- To make recommendations to Council for consideration and approval
- To appoint appropriate Sub-Committees or Working Parties to facilitate the work of the Committee
- To examine, review and develop, on behalf of the 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 save for major developments. (Referral to The Council for major developments, to call a Council meeting if required due to time scales on response). *Definition of Major defined by Planning*

The Town Clerk shall have the following delegated powers:

- To submit responses to planning applications and public consultations as directed by the Council
- To take other actions as is necessary to fulfil their duties, and governed by the Council's Standing Orders