

## PLANNING & DEVELOPMENT COMMITTEE



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**Agenda Item:** Terms of Reference

**Meeting Date:** Tuesday, 3 June 2025

**Contact Officer:** Deputy Town Clerk

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The purpose of this report is for Members to review and recommend terms of reference for the Committee for the forthcoming municipal year.

### Background

At the Annual Council Meeting held on 7<sup>th</sup> May 2025, it was resolved that terms of reference for each Committee would be reviewed at each meeting in the current meeting cycle.

### Current Situation

As this is a new Committee, the 'planning' items from the former Climate, Biodiversity & Planning Committee are listed below as initial suggestions,

- a) To receive planning applications and to comment on them in the name of the Council within the time limit set by statute. The Committee may decide, where time for consultation allows, to make a recommendation to the Council on any application considered to have a major impact on the town;
- b) To consider any planning decisions, appeals, planning briefs and tree preservation orders, and recommend, if appropriate, any views that should be expressed by the Council, or any action that should be taken, in respect of these;
- c) To consider, and submit appropriate representations on behalf of the Council, applications in respect of Justices, Gaming and Public Entertainment Licences;
- d) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of planning and development;
- e) To consider the impact on the environment of all planning applications and comment in the name of the Council accordingly (within statutory consultee guidelines);
- f) To promote sustainable and active travel in the future planning of the town;
- g) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and the Leader of the Council ex officio with voting rights;
- h) The quorum of the committee shall be 4 members.

The Committee is asked if it would like to make any amendments to the terms for the forthcoming municipal year. The Committee may like to consider the following changes/additions:

- (c) To consider, and submit appropriate representations on behalf of the Council, in respect of applications for justices, gaming, public entertainment and pavement licences;
- (d) To consider, and submit appropriate representations on behalf of the Council, in respect of consultations relevant to the sphere of planning and development including forward planning.
- (e) To consider the impact on the green environment and biodiversity of all planning applications and comment in the name of the Council accordingly.
- (g) The Membership of the Committee shall consist of 5 Members plus the Leader of the Council ex officio with voting rights.

And,

- To consider and submit appropriate representations on behalf of the Council concerning the potential impact of flooding in Witney, including requests for mitigation measures and comments on sustainable drainage solutions. Due to the serious nature of flooding events, any incidents will be referred to Full Council for further consideration, response and escalation with other agencies.
- To consider, and submit appropriate representations on behalf of the Council, in respect of street naming, highways and traffic regulation consultations unless deemed by the Proper Officer of significance to be referred to Full Council.
- To receive and review the minutes of the Witney Traffic Advisory Committee and address any resulting actions relevant to the Town Council.

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – see text above.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – see text above.

## **Risk**

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

The town council actively participates in the local planning process, which helps shape the development and growth of the community in ways that reflect local needs, values, and priorities.

## **Financial Implications**

This Committee has no budgets as it is not a spending Committee of the Council.

## **Recommendations**

Members are invited to note the report and,

1. Review the terms of reference; and
2. Consider any changes to the terms of reference; and
3. Recommend such changes be made to Full Council on 23<sup>rd</sup> June 2025.