



Planning Committee TERMS OF REFERENCE

1. Remit

To review all planning applications and respond on behalf of the council to planning consultations, and when considered appropriate send a representative of the Goring-on-Thames Parish Council to any relevant planning committee meetings of the planning authority.

2. Meetings

To meet twice per month, nominally the 2nd and 4th Tuesday of the month.

The Assistant Clerk or 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 SODC website.

3. Appointment of members

The Committee will be comprised of six core members with a quorum of three. Members will be appointed at the Annual Council meeting. The Chairman will be elected by the Planning Committee at its first meeting after the Annual Council meeting, they may also appoint a Vice-Chairman. The Clerk / Assistant Clerk will allow Committee membership substitutions to be made with any councillor of Goring-on-Thames Parish Council to ensure a planning committee meeting is quorate.

4. Delegated Authority

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

5. Scope

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 and/or to elect a member to represent those views at the hearings of the SODC 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

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on 10th July 2023, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 10th July 2023

_____, Chair of the Council



Open Spaces Projects:

Signage Working Group

TERMS OF REFERENCE

1 Remit

To create a fully scoped proposal for Signage in response to the Thirlwall Open Spaces Report.

2 Frequency of Meetings

To hold meetings, public if required, to support the remit and scope of the Open Space Project Signage Working Group.

3 Appointment of Members

The working group will be comprised of four councillor members, who are appointed by the full council, with a quorum of three.

A chairman shall be appointed at the first meeting of the Working group, and the first meeting after the annual meeting of the parish council each year after that.

4 Process

- Pursue the project as detailed in this ToR and conduct any appropriate work, consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation to the Council of the most appropriate course of action.
- Make regular progress reports to Full Council.
- Formal proposal for the full scoped project including funding to be approved by Full Council.

5 Scope

- Propose the locations and contents of the proposed signs.
- Propose the design and construction material of the proposed signs.
- Define the brief for a professional, expert report from a suitably qualified consultant, if required.
- Advise the council on the choice of consultant, if required.
- Obtain and evaluate evidence of views about the proposed signs from residents at large and from special interest groups, including but not limited to groups representing the immediate residents to any new signs.
- Obtain advice and information on behalf of the Council from the planning authority if required.
- Obtain planning permission if required.



- Seek quotes for the proposed signs.
- To consider and make recommendations on the timing and methods of funding of any works the working group recommends, and the Council approves, including pursuing any grant applications and managing fundraising projects to contribute funding, if needed.
- To advise the council on the most appropriate procurement process.

6 Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th July 2023, it shall be reviewed periodically, at least annually.

Signed:

Dated: 10th July 2023

_____, Chair of the Council.

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|----------------|--|
| Title | Clerk's Report |
| Authors | Clerk |
| Meeting | Goring-on-Thames Parish Council Meeting – 10 th July 2023 |

War Memorial

The work to repaint the war memorial, as agreed at the 26 September 2022 Council meeting, has now been completed by The Breathable House Company Ltd. The delay was due to seasonal factors.



10.1. To approve removing the licence fee for the Tennis Club as they do not use the pavilion.

The tennis club is happy to engage in another 2 year lease as per Council decision earlier this year. The names of 2 new trustees have now been provided to enable this to go ahead.

The tennis club formally request that there is no longer a licence fee to use the pavilion as they continue to use the porta-toilet immediate behind their pavilion, at their cost.

10.2. To note any comments received in response to the Disposal of Asset advertisement for the OJFS

The OJFS disposal notice has been placed in the Henley Standard for 2 consecutive weeks. At the time of issuing the agenda, no comments had been received. Any comments received prior to the meeting will be presented at the meeting.

Having followed the Acquisition and Disposal of Asset Policy, the Clerk recommend to the Council approve the following motions:

- To approve disposing of the land known as Old Jubilee Fire Station for sum £175,000
- Subject to their confirmation of intention to purchase, to approve sale to the Goring and Woodcote Medical Practice for the purposes of expanding the surgery.
- To delegate to the Clerk all administrative matters in connection with the sale.

10.3. To note resignation of the Assistant Clerk

The Assistant Clerk provided their notice of resignation on the 30th June, their last working day contractually being 31st July 2023. They have offered to remain on staff until the 7th August to cover a period of annual leave already booked by the remaining staff.

The Clerk recommends to the Council to approve the following motions.

- To approve delegating to the Staffing Committee the recruitment and appointment of an Assistant Clerk.
- To approve delegating to the Clerk confirmation of the last working day of L White.

10.4. To approve block booking the Rectory Garden and Gardiner Recreation Ground for GAP Festival use, dates 7th-23rd June 2024.

Traditionally the GAP festival block books a period of time to use the Gardiner Recreation Ground and Rectory Garden for the purposes of using it for specific events during the festival period. Once the festival programme is approved / more formalised, dates and times which the festival will not be using either of these locations are then released for others to use them.

The Clerk proposes the Council approves block booking for the date 7th – 24th June 2024 and by way of supporting the festival financially, waive the fees normally incurred for using these two spaces.

10.5. To approve adopting the OCC Highway Verge and Vegetation Management Policy as part of the Goring-on-Thames PC Environmental & Sustainability Policy, and delegate to the Clerk updating the mowing schedule and implementing changes with the contractor.

Cllrs Smith and Hutchinson attended an OCC training day in June, where a new verge management policy was presented by OCC. This is applicable to all highways verges throughout Oxfordshire. GPC mows verges on behalf of OCC and receive an annual stipend toward these costs.

The Clerk recommends the OCC policy be appended to the GPC Environmental and Sustainability Policy, and the mowing schedule be updated to be in line with the OCC policy, noting there are specific mowing protocols for verges inside and outside of the AONB.

10.6. To approve the development of an Emergency Plan, and if thought fit appoint members to a Working Group for the purposes of drafting an Emergency Plan, to be presented to the Council for approval.

The June OCC training day also recommended creation of an Emergency Plan for all parishes, including promoting the use of “message in a bottle” parish wide.

10.7. To approve additional £170 for works at Shepcot Pavilion to replace water tank.

During the installation of the new tank it was noted that some beams were rotten and also needed to be replaced. Rather than cease works and incur the significant additional cost of engaging the plumber on a new future date. The Clerk approved using delegated powers to enable progression of the job, incurring an additional £170 of costs associated with the extra wood work. The Clerk asks the Council to ratify this decision and approve the additional £170 budget spend.

Highway Verge and Vegetation Management policy

1. Oxfordshire County Council, as the Highway Authority, is ultimately responsible for the maintenance of grass verges alongside the carriageway network throughout Oxfordshire excluding motorways and trunk roads.
2. This policy encompasses Oxfordshire County Council's corporate vision, objectives and embraces the nine priority themes of the Council. The policy is also informed by the Local Transport Connectivity Plan, the Highway Asset Management Plan, the Energy Strategy, and the Carbon Management Plan. The priority themes include
 - i. Put action to address the climate emergency at the heart of our work.
 - ii. Improve access to nature and green spaces
3. This document relates to Oxfordshire County Council's Policy of verge and vegetation management only.

Policy: RVP1

The Council will conserve and enhance the natural environment.

Policy: RVP2

The Council will maintain footways and cycleways free and clear from intrusive vegetation. Where resources are limited, priority will be given to those areas.

Policy: RVP3

The Council will undertake verge management on all roadside verges in both rural and urban areas on a cyclical basis in line with our statutory requirements

Policy: RVP4

The Council will maintain visibility at junctions and other high-risk areas, (excluding visibility splays at entrances to residential or commercial premises) and ensure cycle and footpaths are effectively managed.

(Visibility splays are areas of adopted grass verges at locations where roads connect)

Policy: RVP5

Where cutting activities are considered appropriate, liaison with other organisations (such as District Councils) will be undertaken to ensure a co-ordinated approach in maintenance activities (such as litter picking).

Policy: RVP6

Where vegetation from adjoining land/properties encroaches and significantly hinders safe passage of highway network users, enforcement notices to remove and make safe will be issued to the riparian owner. Where they do not undertake action within the given timeframe, works will be carried out under instruction of council officers and costs recovered through legal process.

Policy: RVP7

Management of roadside verges (including those areas the county council has identified as Roadside Verge Nature Reserves) will prioritise the promotion of biodiversity where possible with reference to existing management specifications and to publications from Plantlife (www.plantlife.org.uk) and Oxford University Biodiversity leaflet (<https://www.biodiversity.ox.ac.uk/project/hero/>) as best practice guidelines, taking into account resources and location.

Policy: RVP8

The Council will manage grass verges within of Areas of Outstanding Natural Beauty (AONB) to further the aims of the AONB management plans.

Policy: RVP9

The Council will target additional resources where available to those areas which will have the best biodiversity outcomes, including identifying and managing new RVNRs

Policy: RVP10

The Council will support communities and initiatives to manage verges for biodiversity wherever feasible and subject to agreement with OCC, including ensuring the right species are in the right locations

Service Aims:

1. Ensure cost-effective maintenance of new verges to maximise biodiversity impact, is affordable and budgeted for future years
2. To undertake a nature led and risk-based approach to verge maintenance with the following minimum levels of service
 - 1 cut per year on visibility splays dependant on growth
 - 1 cut per year for fully adopted highway urban verge areas
 - 1 cut per year, utilising a 1m wide swathe cut along the roadside edge in rural verge areas
 - 1 cut per year, utilising a 1m wide strip to the rear of the footway /cycleway/shared use facility and a full width cut between the footway/cycleway/shared use facility and the carriageway
 - 1 cut per year on roads with a speed limit of 50mph or more (including all dual carriageways). Minimum standard is a 1m swathe cut.
 - 1 cut per year, at the end of the growing season or such time to maintain their habitat value, on Road Verge Nature Reserves
 - Full width cut-backs on a cyclical basis of ½ of the adopted verges in Areas of Outstanding Natural Beauty every year at the end of the growing season.
 - Wildlife refuges 1m wide at the rear of verges 3m or more, to be cleared in rotation every 5 years.
3. Full width cut-backs on a cyclical basis of ¼ of the adopted verges outside of AONB every year
4. Where District, Town and Parish Councils wish to cut their highway grass, cutting regimes should seek to enhance biodiversity
5. Over time build up a digital map and database of our biodiversity assets relating to verges and vegetation.

Reference & Supporting Documents

- Grass and Cutting procedure
- Climate and Natural Environment Policy Statement (emerging)
- Tree Policy
- Highways Safety Inspection Policy
- Highways Asset Management Plan
- Wildlife and Countryside Act 1981 (Schedule 9)
- CROW Act 2000
- Plantlife documentation (Managing_grassland_road_verges_Singles.pdf (www.plantlife.org.uk)
- Plantlife : Road Verges: last refuge for some of our rarest wild plants
- Plantlife : Good Verge Guide: your go-to guide for transforming local verges into wildlife havens
https://roadverges.plantlife.org.uk/wp-content/uploads/2021/11/Managing-grassland-road-verges_2020.pdf
- AONB Management Plans
- Environment Act 2021
- Nature recovery strategy
- SUDS (Sustainable Drainage Systems) Strategy / policy
- General biodiversity –
- Climate and Nature Strategy
- Design guide
- Urban meadow and verge guidelines
- Oxfordshire Wildlife and Landscape Study and District Landscape Character Assessment

St. Thomas' Church, Goring

Vicar: the Rev'd Ben Phillips
The Vicarage, Manor Road, Goring. ☎875651
Wardens: Mrs Brenda Kerr Muir & Mr Rob Howard
Hon. Secretary: Mr Henry Parkinson



27th June 2023

Dear Colin,

I am writing to you and your fellow Councillors of the Goring Parish Council on behalf of Ben and the Parochial Church Council to thank you most warmly for the work which the council has recently undertaken to refurbish the war memorial. At its most recent meeting, the PCC unanimously expressed their gratitude for the very good and careful workmanship, removing weeds, cleaning, repair and repointing undertaken by the contractor arranged by the Parish Council.

The war memorial is a cherished reminder of our shared history and is widely valued within the village as demonstrated by the turnout on Remembrance Day when those of many faiths and none gather together in the ecumenical act of remembrance of those who gave their lives in the two world wars. Maintaining the memorial in good order is part of the way in which we collectively show our respect. Thank you.

Ben also asks me to say that we do pray for you all and thank all the Councillors who so selflessly give of their time and energy to serve the parish and suspect often hear more moans than cheers.

Please would you pass on the sentiments of this letter to your fellow Councillors.

With our thanks and good wishes,

Yours sincerely,

Henry

Henry Parkinson
Hon. Secretary, Goring P.C.C.