



## **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 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, ~~unless there is a Full Council meeting in the same week, which applications can be decided at instead.~~

~~If an application is particularly complex, at the agreement of the Chairmen of both the Council and the Planning Committee, a planning Committee Meeting and a Full Council Meeting may both be held in the same week.~~

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 seven 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~~Committee membership substitutions can be made with any councillor of Goring-on-Thames Parish Council, this is to ensure where possible 5 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**

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 ~~attend~~ 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, ~~for example applications relating the Neighbourhood Plan, to seek recommendations from former members of the Neighbourhood Plan team.~~

## **6. Review**

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on ~~1015<sup>th</sup> May~~ July 2023, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: ~~105<sup>th</sup> May~~ July 2023

\_\_\_\_\_, Chair of the Council



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

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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 10<sup>th</sup> July 2023, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 10<sup>th</sup> 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 10<sup>th</sup> July 2023, it shall be reviewed periodically, at least annually.

Signed:

Dated: 10<sup>th</sup> July 2023

\_\_\_\_\_, Chair of the Council.

## 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](http://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](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



27<sup>th</sup> 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.



Registered Charity Number: 1152514

This parish is a part of the United Benefice of Goring and Streatley with South Stoke