



Loughton Parish Council

Planning Committee

Terms of Reference

1. The Planning Committee is a committee of the full council and shall operate within these terms of reference and the standing orders of Loughton Parish Council.
2. The full Council meeting shall determine the appointment of members from time to time and that the committee will have representation from each ward.
3. The quorum shall consist of 3 (three) members.
4. The Chairperson of the Committee shall convene meetings, which shall normally be held on a monthly basis, but if there is insufficient business to be conducted no meeting may be held.
5. In the event of the Chairperson of the Committee not being in attendance the meeting shall appoint a Chairperson for that meeting.
6. In the event of equality of votes, the Chairperson shall have the right to exercise a casting vote.
7. The minutes of meetings shall be produced promptly and circulated to all Members of the Council for information and shall be referred to the next full meeting of Loughton Parish Council to note. The minutes may be kept brief and need not be a verbatim account of discussions, but simply list the matters discussed, decisions made and brief reasons.
8. The Parish Clerk shall normally attend and take the minutes. However if the Clerk is not available the committee can meet in the absence of the Clerk but one member present (other than the Chairperson) shall take the minutes and circulate them thereafter.
9. The minutes shall be published on the planning page(s) of the parish website once these have been approved by the Committee.
10. All Committee meetings will be open to the public, except when the committee may resolve to exclude the press and public to deal with confidential items by considering passing a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960, on the grounds that it could involve the likely disclosure of private and confidential information.
11. The Committee will determine, preparing and submit all responses of the Parish Council to Milton Keynes Council as planning authority relating to all planning applications in the Loughton Parish Council area unless it is satisfied that there is a substantial or controversial planning application in which case if

time is available it shall refer the matter to a meeting of the full Loughton Parish Council.

12. The Committee shall endeavour to respond to all relevant consultations of Milton Keynes Council or regional or central government. A copy of any such response shall be published on the planning page of the parish website.
13. The Committee shall aim to achieve consistency and fairness and shall consider whether in this aim it is desirable to develop written policies regarding its approach to planning issues. Where such policies are developed these should be put in writing and published on the planning page of the Parish website.
14. The Committee will send representative(s) to site visit invitations from Milton Keynes Council whenever this is considered necessary or appropriate.
15. The Committee shall be able to conduct its own site visits as it sees fit.
16. The Committee will receive delegations from local residents and hold such hearings, public meetings and conduct whatever enquiries as it considers necessary.
17. Any member of the Full Council shall be entitled to call in any decision of the Planning Committee for scrutiny seven (7) days after the serving of the minutes to all members by the Full Council by submitting an appropriate resolution to the next meeting of the Full Council in accordance with standing order. However the decisions of the Committee remain valid and may be acted on up to and until such point as they are overturned by a decision of the Full Council that any decision made by the Committee that is then called in by a member is suspended until considered by a meeting of Full Council.
18. All matters relating to the development of the Neighbourhood Development Plan shall be dealt with by the Neighbourhood Development Plan committee.
19. That the summons of meetings will be circulated to all members of the Parish Council.

Adopted by a meeting of Council held on Monday 18th February 2013