



## **Loughton & Great Holm 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 & Great Holm Parish Council.
2. The Full Council meeting shall determine the appointment of members and the Committee will have representation from each ward.
3. The quorum shall consist of any 3 members.
4. The Committee shall elect a Chair.
5. The Chair of the Committee shall convene meetings, which shall normally be held on a monthly basis, but if there is insufficient business to be conducted, at the discretion of the Chair, no meeting may be held.
6. In the event of the Chair of the Committee not being in attendance the meeting shall appoint a Chair for that meeting.
7. In the event of equality of votes, the Chair shall have the right to exercise a casting vote.
8. 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 & Great Holm Parish Council to note. Minutes of meetings are approved as accurate records at the next Planning Committee meeting. Minutes are not a verbatim account of discussions but are a record of the decisions made with brief reasons.
9. 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 and one member present (other than the Chair) shall take the minutes and circulate them thereafter.
10. Draft minutes shall be published on the parish website and replaced with a final version once they have been approved by the Planning Committee.
11. 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.

12. The Committee will determine for submission all responses of the Parish Council to Milton Keynes Council as planning authority, relating to all planning applications in the Loughton & Great Holm Parish Council area, unless it considers that there is a substantial or controversial planning application. If time is available, it shall refer the matter to a meeting of the full Loughton & Great Holm Parish Council.
13. 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 will be publicly available in the planning documents of the application.
14. 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 Parish Council website.
15. The Committee will send representative(s) to site visit invitations from Milton Keynes Council whenever this is considered appropriate.
16. The Committee shall be able to conduct its own site visits as it sees fit.
17. The Committee will receive delegations from local residents and hold such hearings, public meetings and conduct whatever enquiries as it considers necessary.
18. Any member of the Full Council shall be entitled to call in any decision of the Planning Committee for scrutiny 7 days after the serving of the minutes to all members of the full Council, by submitting an appropriate resolution to the next meeting of the full Council, in accordance with standing orders. 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.

Revised and approved 21/5/18, 13/05/19, 20/04/20