



Loughton & Great Holm Parish Council Planning Working Party

Terms of Reference

1. The Planning Working Party 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 Working Party will, if possible, have representation from each side of the Parish.
3. The Chair will be elected annually at the first meeting of the Parish Year.
4. The Chair shall convene meetings, which shall normally be held on a monthly basis, and start time will be at the discretion of the Chair. If there is insufficient business to be conducted, at the discretion of the Chair, no meeting may be held.
5. In the event of the Chair not being in attendance the Working Party shall appoint a Chair for that meeting.
6. Quorum for the working party shall be no less than 3 members.
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 Working Party 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 Working Party can meet in the absence of the Clerk and one member present (other than the Chair), shall take 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 at the next meeting.
11. All meetings will be open to the public, except when the Working Party 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 Working Party will determine for recommendation to Full Council all responses to Milton Keynes Council as planning authority, relating to all planning matters in the Loughton & Great Holm Parish Council area, unless it considers that there is a substantial or controversial planning application, in which case the matter can be referred to Full Council to consider.
13. The Working Party 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.
14. The Working Party will send representative(s) to site visit invitations from Milton Keynes Council whenever this is considered appropriate.
15. The Working Party shall be able to conduct its own site visits as it sees fit.
16. The Working Party will receive delegations from local residents and hold such hearings, public meetings (held remotely), and conduct whatever enquiries as it considers necessary.

Approved 21 June 2021