

Milton Parish Council  
Planning Committee  
Terms of Reference

## Membership

- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the Annual Meeting of the Parish Council
- Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

## Quorum

The quorum necessary for the transaction of any business shall be **THREE**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if it continues no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

## Committee

- **The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.**
- **The Committee may invite persons to meet with the Committee in an advisory capacity.**
- **Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.**
- **Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.**

## Frequency of Meeting

The Committee shall normally meet on the third Monday each month as per the calendar of meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

## Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

## Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

## Area of Responsibility

The Planning Committee has the delegated authority to:

- Make representations to the appropriate planning authority on applications for planning permission
- Make representations in respect of appeals for or against the refusal of planning applications
- Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations
- Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the Parish from a planning perspective

## Clerks Delegation of Powers

The Clerk may spend on any matter deemed as an emergency, up to **£1,000**

Document History			
Status	Date	Minute	Version
Reviewed by Clerk			
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Next Review	July 2023 or changes in legislation		

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