



TERMS OF REFERENCE – PLANNING COMMITTEE

1. **Status:** The Committee shall be known as the **PLANNING COMMITTEE**, a Standing Committee appointed at the Annual Council meeting. As such it is autonomous; its decisions and recommendations do not require ratification by Council unless a matter specifically referred to or outside the scope laid out in the terms of reference. It is subject to the same general rules of conduct in relation to meetings as set out in the Council's Standing Orders.
2. **Scope:** The Committee will have the delegated authority to make responses on behalf of Stony Stratford Town Council to Minor Planning Applications received from Milton Keynes Council (MKC). **Note: Major Planning Applications (defined as an application for ten or more dwellings or a site of more than 0.5 hectares, industrial sites of 1000 sq metres or a site of more than 1 hectare or any minerals or waste application) are dealt with by Full Council save for exceptional circumstances (see point 7, bullet point 7).**
3. **Membership:** The Committee shall consist of **seven** elected members of Stony Stratford Town Council. Its quorum shall be **four**. In the event of an inquorate meeting the Chairman of the Planning Committee, Chairman and Vice-Chairman of the Full Council shall agree a response, either by re-arranging the meeting or, should time not allow, agree a decision in line with Council Policy and planning history.
4. **Co-options:** The Committee shall have powers of co-option
5. **Aims and Objectives:** The Committee will consider all aspects of Planning within the Parish and make recommendations to Full Council on wider issues and on matters of major public interest. This will include:
 - Implementing the Stony Stratford Design Guide
 - Responding, on the Council's behalf, to all correspondence of a planning nature
 - Responding, on the Council's behalf, to all licensing applications
 - Recommending to Full Council a response to Major Planning Applications
 - Responding, on the Council's behalf, to all local consultations on planning guidance
 - Recommending to Full Council a response to all national, regional and local development frameworks
 - In exceptional circumstances where there is insufficient time to refer items to the Full Council then the Committee shall act on behalf of the Council.
6. **Representation at outside bodies:** The Chairman of the committee will represent the Council at meetings of MKC Development Control committees when needed. The Chairman will nominate a deputy if they are unable to attend.
7. **Working Groups:** The Committee shall have the power to set up working groups to conduct pre-application discussions with developers, subject to the Proper Officer being in attendance. Where officers of MKC are involved, these discussions can be held informally with the committee meeting as a group. Direct discussions with developers will be conducted as regular business of the committee, confidentiality being respected if requested by the developer.
8. **Budget:** The Committee shall be maintained in accordance with the annual budget set by the Council. Any additional funds required by the Committee to discharge its obligations shall be sought by application to the Finance & General Purposes Committee or Council.
9. **Meetings:** These shall be normally take place on the 4th Tuesday of each month and are open to Press, Public (including Members of Town Council not already on the Planning Committee) and subject to prior notification of their intention to speak on a specific matter being given to the Proper Officer, may attend and at the Chairman's discretion speak on any application.

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