

Millbrook Parish Council

Millbrook Village Hall, The Parade, Millbrook, Cornwall PL10 1AY
Telephone/Fax 01752 823128



Millbrook Parish Council

Planning Committee

Terms of Reference

The Committee is delegated the following responsibilities:

1. Members

1.1 Membership shall comprise of six members including the Chair and Vice Chair of the Council who are ex-officio and have voting rights.

1.2 Membership of the committee is established at the annual meeting of the Council. The committee shall elect a Chair for each civic year

1.3 Co-opted members may join the committee during the year if authorised by the Council.

1.4 Three members of the committee shall constitute a quorum for meetings.

1.5 All members must have attended planning training before being able to vote.

1.6 All members must be conversant with all the applications on the agenda prior to the planning meeting.

2. Frequency of Meetings

2.1 A meeting (if required) to be held each month to discuss and vote on planning applications.

2.2 Additional meetings to be convened when necessary to ensure the Council can respond to the deadlines of Cornwall Council.

2.3 To conduct site meetings if required with at least two members of the committee present.

2.4 Written minutes will be to record the Committee decisions and will be received at the next full Council meeting for information and adoption.

3. Delegated Powers

The Committee will have full delegated powers in respect of

3.1 Determination of responses to all planning applications.

Date for Review: January 2019

- 3.2 Determination of responses in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
- 3.3 Determination of responses to any appeal against a planning decision by Cornwall Council including the preparation of submissions to be made to an Inspector as appropriate
- 3.4 Determination of any responses in relation to applications for licenses issued by Cornwall Council including those relating to entertainments premises, justice's licenses, taxi and private hire licensing and street collectors.
- 3.5 Comment on street naming and signage when requested.
- 3.6 Responding to any consultation on planning policy.
- 3.7 Responding to and take part in any discussion with regard to the LDF & Core Strategy documents from Cornwall Council

4. Complaints

- 4.1 To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.

As agreed by Millbrook Parish Council at Council Meeting on 16th January 2018