

Millbrook Parish Council

Planning Committee

Terms of Reference

Delegated responsibilities

The Committee is delegated the following responsibilities:

1. Members

- 1.1 Membership shall comprise a minimum of five members including the Chair and Vice Chair of the Council
- 1.2 Membership of the committee is established at the annual meeting of the Council.
- 1.3 The committee shall elect a Chair for each civic year.
- 1.4 Co-opted members may join the committee during the year if authorised by the Council.
- 1.5 Three members of the committee shall constitute a quorum for meetings.
- 1.6 All members must have attended planning training before being able to vote.
- 1.7 All members must be conversant with all the applications on the agenda prior to the planning meeting.
- 1.8 If there is a possibility the committee will be inquorate, providing they have received planning training, other members of the Parish Council may join the Planning Committee on an ad hoc basis.

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.
- 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.
The process for this procedure will be:
 - (i) A standing item will be included on the Planning Committee agenda 'To note any communication from Cornwall Council relating to Parish Council's consultee response and to review relating to any Cornwall Council's Planning Officer and if appropriate to agree a response or to note any responses submitted under the officers' delegated authority, as

detailed under 3.3(ii) or 3.3(iii)

(ii) a remote informal Zoom meeting will be called by the Parish Clerk who shall consult with the committee members. The response submitted to Cornwall Council will be based on the majority of the members.

(iii) The Parish Clerk shall consult with the committee members by email and the delegated decision will be based on the majority decision of those who respond.

- 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

| Date | Minute | Notes |
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| 16/09/2025 | 90.2 | Terms of Reference approved by the Full Council. |
| 19/08/2025 | 6 | Planning Committee re-affirmed the Terms of Reference with no amendments. |
| 19/03/2024 | 181 | Amended to allow the flexibility of other Councillors, providing they had planning training, to join the Planning Committee for individual meetings if necessary. |
| 16/05/2023 | 10a | Terms of reference for all committees be amended to show membership as a minimum of five members, to allow for extra members where required. |
| 15/03/2022 | 156b | <p>Clerk's recommendation: Remove 4. Complaints (as this would be relevant to the Full Council) 4.1 To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary. In order to ensure is a public record of the Parish Council decision making process relating to communication from Cornwall Council, requesting the Council to respond on the following options:</p> <p>a. Agree with Cornwall Council's planning officers' recommendation b. Agree to disagree c. Having made strong planning reasons to maintain the MPC's Planning committees' original position on the proposal against Cornwall Council's recommendation is requested that the application is determined by the Planning Committee. The following is inserted within the Planning Committee's Terms of Reference. (i) A standing item will be included on the Planning Committee agenda 'To note any communication from Cornwall Council relating to Parish Council's consultee response and to review relating to any Cornwall Council's Planning Officer and if appropriate to agree a response or to note any responses submitted under the officers' delegated authority, as detailed under 3.3(ii) or 3.3(iii)'. (ii) (a remote informal Zoom meeting will be called by the Parish Clerk</p> |

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| | | who shall consult with the committee members. The response submitted to Cornwall Council will be based on the majority of the members. (iii) The Parish Clerk shall consult with the committee members by email and the delegated decision will be based on the majority decision of those who respond. |
| 18/11/2021 | 13 | Reviewed and approved during the Annual Full Council meeting |
| 16/11/2018 | 8a | Policy approved |