

1. Terms of Reference common to all committees.

- 1.1. All meetings of Parish Council committees will be convened in accordance with the Parish Council's Standing Orders.
- 1.2. Committee agendas and minutes will be structured and formalised by the Clerk/Officer in discussions with the Committee Chair and meetings will be minuted by a delegated officer of the council.
- 1.3. The rules of a committee are supplementary to and do not override the Parish Councils Standing orders or financial regulations
- 1.4. Cllrs can be members of one or more committees and the Council's Chair and Vice Chair are ex-officio members with voting rights.
- 1.5. Committees may authorise expenditure or amend fees provided the decision is consistent with the responsibilities of the committee and within the budget set for that activity or within any additional budget for work authorised by full council during the financial year.
- 1.6. Minutes will be circulated to all council members and will be presented at full council for agreement. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- 1.7. In a normal year Councillors shall indicate their preferences for Committee Membership in advance of the Annual Parish Council Meeting, and the list of potential members will be circulated with the agenda of that meeting. Membership of all the committees will be as decided at the Annual Parish Council Meeting each year. The committee shall be subject to a quorum of half of its members or three whichever is the greater. If a committee or subcommittee is created outside of this period, membership will be authorised by full council. Any Cllr joining Council after this will be considered for a committee by Full Council.
- 1.8. A substitute member maybe nominated and appointed to a committee or subcommittee if an ordinary member cannot attend and the meeting maybe inquorate without that substitute.
- 1.9. The chairman and vice chair of the committee will be elected by the committee at its first meeting after the Annual Parish Council meeting or agreed at a subsequent full council meeting. Until a new chairman is elected, the chairman from the previous year retains that office.
- 1.10. Parish Councillors not on a committee may attend meetings but cannot vote, they assume the same standing as a member of the public. If they have points, they wish to include they are encouraged to email the Chair and Clerk directly 48 hours before the meeting
- 1.11. The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion.
- 1.12. Committees may create advisory groups or working groups to deliver a specific objective. These groups will work within an agreed brief. These groups will be wound-up at the completion of their task.
- 1.13. Committees may create sub-committees. These may consist of councillors and non-councillors with equal voting rights. Advertising the time and place of the sub-committee will be at the discretion of the members but is not required as the public do not have an automatic right to attend. Sub-committees may make such decisions as have been delegated to them, but these decisions will be reported to the responsible committee.
- 1.14. The meeting calendar will be agreed annually.
- 1.15. Committee budgets will be derived through the agreed annual budget for the business-as-usual elements .
- 1.16. Delegated powers will be defined with a scheme of delegation to be confirmed at the Annual Parish Council meeting .

GREAT LINFORD PARISH COUNCIL

2. Planning and Local Development Sub Committee Terms of Reference

- 2.1. Purpose a sub committee to review and respond , as consultee organisation, on all individual planning matters with delegated powers on this topic.
- 2.2. For large scale planning applications , planning amendments to planning rules / law the subcommittee make recommendations for Council agreement.
- 2.3. Will use Plan: MK and GLPC Neighbourhood Plan (or the appropriate equivalent as names may change).
- 2.4. Membership and meeting timings
 - 2.4.1. Membership must be 3 or more and the quorate is 3 . Substitutes will be allowed if a quorate is not met .
 - 2.4.2. Parish Cllrs who have planning applications active in their area are encouraged to be advisory members of this group.
 - 2.4.3. For individual planning applications at least 3 Cllrs which will meet to agree the recommendations.
 - 2.4.4. Sub Committee will have delegated responsibility to report agreement to MKC directly. Their report will be provided at the next Full Council meeting.
 - 2.4.5. Meetings will be held to allow public engagement schedule of meetings will be determined to ensure the 28-day timeframe for comments is adhered to.
 - 2.4.6. Training will be provided as and when available
- 2.5. Functions
 - 2.5.1. Review and comment on all planning applications within the parish boundary or where they significantly impact on the parish infrastructure or environment, reviewing them against Plan: MK; SPD and GLPC Neighbourhood Plan, policies.
 - 2.5.2. Prepare a report and recommendations to either support or object to a planning application, send the minuted decision to MKC directly, or after reporting to Full Council, depending on the timing of the planning application.
 - 2.5.3. Prepare responses for and nominate attendees at MKC Development Control Committee or Panel or Licensing meetings where GLPC has objected to an application.
 - 2.5.4. Monitor refused planning applications to ensure enforcement action is taken where appropriate
 - 2.5.5. Review the statutory planning documents policies and procedures adopted by MKC
 - 2.5.6. Review the GLPC Neighbourhood Plan as necessary
 - 2.5.7. Respond to MKC consultations where there are proposals that include planning issues
 - 2.5.8. Respond on the Parish Council's behalf to consultations regarding planning issues or issues: including the infrastructure of the parish which may have an impact on planning.
 - 2.5.9. Positively contribute to discussions, evaluations, and consultations in respect of major or contentious new development activity, including the establishment of formal meetings with professional planning staff/advisors, to exchange views and consider detailed proposals whenever necessary.