



**PLANNING & LICENCING COMMITTEE**  
**Terms of Reference**  
**Number: BMK-PLC01**  
**Version: 2.0**

<b>Author:</b>	Vicky Mote (Clerk)
<b>Approved by:</b>	Full Council
<b>Responsible Committee:</b>	Planning & Licensing Committee
<b>Any other linked Policies:</b>	BMK-PC01 Standing Orders

Version No	Date Adopted	Date Implemented	Next Review Date	Reason for Change (eg, full rewrite, amendment to reflect new legislation, minor change etc)
1.0	03/09/18	03/09/18		New
2.0	20/04/20	21/04/20	May 21	Amendment

**1. Status:**

The Committee shall be known as the PLANNING & LICENSING COMMITTEE, a Standing Committee appointed at the Annual Council meeting (AGM). As such it is autonomous; its decisions and recommendations do not require ratification by the Parish 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 Parish Council's Standing Orders.

**2. Aims and Responsibilities:**

The Committee will have the delegated authority to make responses on behalf of Broughton and Milton Keynes Parish Council to Minor and Major Planning Applications and Licensing Applications received from Milton Keynes Council (MKC) and any planning and/or licensing related consultations received or requested.

The Committee will review and consider all aspects of Planning & Licensing within the Parish and make recommendations to full Parish Council on wider issues and on matters of major public interest.

This will include:

- (a) Responding on the Parish Council's behalf, to all correspondence of a planning nature;
- (b) Responding on the Parish Council's behalf, to all licensing applications;
- (c) Responding, on the Parish Council's behalf, to all local consultations on planning guidance;
- (d) Recommending to the full Parish Council a response to all national, regional and local development frameworks;
- (e) Oversight of existing and future S106 funding and recommendations to the full Parish Council on how it is spent;

(f) In exceptional circumstances, as agreed with the Parish Clerk and the Chair of the Parish Council (or Vice Chair if they are unavailable) where there is insufficient time to refer items to the full Parish Council, then the Committee shall act on behalf of the Parish Council.

**3. Membership:**

The Committee shall consist of a minimum of four members of Broughton and Milton Keynes Parish Council. Its quorum shall be three. In the event of an inquorate meeting the Chair of the Planning & Licensing Committee, Chairman and Vice-Chairman of the full Parish Council shall agree a response, either by re-arranging the meeting or, should time not allow, agree a decision in line with Parish Council Policy and planning history.

**4. Representation at outside bodies:**

The Chair of the committee will represent the Parish Council at meetings of MKC Development Control committees when needed. The Chair will nominate a deputy if they are unable to attend.

**5. 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.

**6. Meetings:**

These shall normally take place on the 3<sup>rd</sup> Monday of each month and are open to Press, Public (including Members of Parish Council not already on the Planning & Licensing Committee) may attend and at the Chair's discretion speak on any application.

**7. Committee Members:**

**Chair:** Cllr Patrick Stiles

Cllr David Monk (ex officio)

Cllr Tim Small (ex officio)

Cllr Anton Kamm

Cllr Gary Brighton

**Officer:** Vicky Mote (Clerk)

**Officer:** Lynn Maddocks