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**TERMS OF REFERENCE FOR THE PLANNING COMMITTEE**

**PURPOSE:** To set out the rules by which this Committee of the Parish Council will work.

**SCOPE:** These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations.

**1. Membership of the Planning Committee**

- a) There will be a maximum of 8 members.
- b) Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend, they will do so in an *ex-officio* capacity.
- c) The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

**2. Chair**

- a) The chair of the committee will be elected by the committee at its first meeting.
- b) The vice-chair of the committee will be elected by the committee at its first meeting.

**3. Conduct of Meetings**

- a) All meetings of the Planning committee will be convened in accordance with the Parish Council's Standing Orders.
- b) Meetings will be minuted by the Clerk or Assistant Clerk to the Council.

**4. Powers of the Planning Committee**

The Planning committee shall be empowered:

- a) To act on behalf of the Parish Council in respect of routine planning issues and, in particular, to:
  - Recommend for approval or rejection, with or without comments, planning applications on the Parish Council's behalf as appropriate.
  - Submit comments and recommendations regarding planning applications to the appropriate Planning Authority on the Parish Council's behalf.

In the case of applications with a potential significant impact on the Parish, the Planning Committee will put forward reasoned proposals to the full Parish Council. Such applications will be identified in liaison with the Clerk.

- b) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.
- c) To represent the Council (whether the Chair, Vice Chair or another member) at the South Cambridgeshire District Council Planning Committee when the committee agrees to recommend refusal of an application in order to ensure that the reasons for that recommendation are properly presented and reflect the views of Melbourn residents.

## **5. Responsibilities and Areas of Operation of the Planning Committee**

- a) To consider planning applications in respect of properties and developments in Melbourn Parish.
- b) To consider planning applications with respect to the Council's duty to consider the impact of crime and disorder issues in its work.
- c) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments and/or recommendations of approval or rejection.
- d) To ensure that any objections or recommendations are based solely on planning criteria.
- e) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- f) To take note of decision notices in respect of planning applications received from South Cambridgeshire District Council.
- g) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.
- h) To liaise with the District and County Councils or organisations regarding planning issues and other issues, including the infrastructure of the village and environmental improvement schemes, which might have an impact on planning.

- i) To carry out a) to h) above bearing in mind the management, preservation and enhancement of the village.
- j) To undertake training as necessary to support a) to g) above



**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 13 May 2026**

*Review Policy: Every 12 months at Annual Parish Council Meeting*