



BOTTESFORD PARISH COUNCIL

Serving the People of Bottesford, Muston, Easthorpe and Normanton

Planning Advisory Committee Terms of Reference

Date of last review: 13th May 2024

Minute Reference: 119/24

Date for Review: May 2025

1. Membership

- 1.1. The Committee will comprise 3 councillors and 3 residents of the Parish of Bottesford.
- 1.2. The quorum of the Committee shall be 3.
- 1.3. The Committee shall undertake the following roles and functions:

2. Committee Objectives & Role

To make recommendations to the council;

- 2.1. In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the Parish;
- 2.2. In respect of representations to the Local Planning Authority in support of or objection to any planning application;
- 2.3. In relation to any arrangements between the Parish Council and the Local Planning Authority about the involvement of the Parish Council in the discharge of planning functions;
- 2.4. To make representations to the Local Planning Authority or Developers on any application referred to the Parish Council and on any other planning matter that affects the Parish;
- 2.5. The committee shall, unless otherwise requested by the PC, limit its involvement to sites of more than one dwelling.

3. Chairing meetings

- 3.1. At the first meeting following the Annual Meeting of the council every committee shall, before conducting any business, elect a Chair for the year. A committee may also elect a Deputy Chair. If the Parish Council consider it appropriate it may appoint the Chair and Deputy Chairs of committees at the time the committees are appointed.
- 3.2. A meeting of a council (or a committee and subcommittee) cannot take place unless a person has been lawfully appointed to preside the meeting. In legal terms, the Chair of a meeting of a committee is vital because of their power, in the event of an equality of votes, to exercise a second or casting vote in addition to their own.

4. Quorum

- 4.1. No business shall be dealt with unless the committee is quorate.
- 4.2. If there is no quorum the meeting will stand adjourned and should be reconvened.

5. Holding meetings

- 5.1. The Clerk will call the first meeting of the committee following consultation with the Chair.
- 5.2. Subsequent meetings shall be held at a place, date and time fixed by the committee. Meetings shall not be held in premises being used at the time for the supply of alcohol permitted by the Licensing Act 2003 unless no other suitable room is available free of charge or at a reasonable cost.
- 5.3. Notice of the time and place of meetings must be fixed in a conspicuous place in the parish at least 3 clear days before the meeting.
- 5.4. All Members of the committee shall be given (by post or left at their residence) at least 3 clear days written notice of a meetings of a committee from the Clerk

specifying the business proposed to be transacted (the agenda).

6. **Order of business**

6.1. Business will usually be dealt with in the following order:

6.1.1. Record of Members present

6.1.2. Record apologies and reasons for absence

6.1.3. Declarations of interests (existence and nature) with regard to items on the agenda

6.1.4. Formal announcements from the Chair

6.1.5. Agreeing the minutes of the last meeting and signing them

6.1.6. Public participation session with respect to items on the agenda

6.1.7. Business placed on the agenda.

7. **Voting**

7.1. Subject to any legal requirement all questions to be decided by a committee shall be decided by a majority of the Members present and voting.

7.2. Unless otherwise provided by Standing Orders, Members shall vote by show of hands. A Member's vote will only be counted if the Member is in the room of the meeting at the time the vote is taken.

7.3. Immediately before a vote is taken any Member may request that a vote is recorded. When a request is made the Chair, or other Member presiding, shall call the names of all the Members and after each name is called the Member shall state whether they are voting for or against the question put or abstaining. The record of voting shall be recorded in the minutes.

7.4. In the case of an equality of votes the Chair, or other Member presiding the meeting, has to give a casting vote in addition to their first vote.

8. **Minutes**

8.1. The minutes must record the names of Members present at the meeting and the existence and nature of any interest declared by Members.

8.2. The minutes are not a verbatim record of debate at a meeting but must accurately reflect the resolutions made and record voting if this is requested by a Member at that meeting.

8.3. The draft minutes of a meeting must be attached to the agenda for the next meeting for approval and signing by the Chair (or persons presiding the meeting).

8.4. There should be no discussion in respect of the draft minutes except that which relates to the motion to agree the accuracy of the draft minutes.

8.5. Any corrections shall be made by moving that the minutes are agreed with the corrections stated.

9. **Attendance by Members**

9.1. Any Member not being a Member of a committee may attend any meeting of the committee but their right to participate in the meeting will be equal to the public's right to do so and should be governed by Standing Orders.

10. **Individual Members**

10.1. A Member cannot individually exercise any statutory functions of the council on behalf of the council.