



# MILDENHALL HIGH TOWN COUNCIL

## Planning Committee

### **Terms of Reference**

The following Terms of Reference were agreed at the meeting of the Full Council held in June 2021

The Planning Committee will comprise all elected members of Council with the exception of any Councillors who are members of West Suffolk District Council and who serve on the Development Control Committee. A quorum will comprise of five Members.

The Committee shall normally meet monthly.

A Chair and Vice Chair of the Committee shall be elected annually from among its members.

### **Agenda for meeting**

The Town Manager will issue an agenda no later than three working days before the meeting. Each agenda will include an item to review the minutes of the previous meeting and to consider matters arising from actions identified.

### **Record of Proceedings**

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations to the next Full Council meeting. The Town Manager will be responsible for arranging the recording and distribution of the minutes.

### **Areas of responsibility**

The primary function of this Committee is to consider planning applications and to inform the District Council of a decision to support or object.

The Committee may hear and consider representations, either in person or in writing, made by individuals or groups in respect of applications

Mildenhall High Town Council  
Planning Committee – Terms of Reference  
First adopted: Historical Document  
Last adopted: June 2021  
Due to be reviewed: June 2022

The Committee may in its discretion arrange site visits to view the individual circumstances of an application. Clerk to arrange site visits as appropriate.

The Committee will consider and act upon any information or consultation documents received from West Suffolk District and Suffolk County Council.