



## MINEHEAD TOWN COUNCIL

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### Terms of Reference for The Planning and Licencing Committee

**Reviewed:** May 2025

**Approved:**

**Date For Next Review:** May 2026

**Purpose:** To consider all planning applications and licencing requests affecting the Parish of Minehead. Sending comments and recommendations on to the relevant authority/department on behalf of Minehead Town Council.

This is a Committee of the Full Council with the following summary of responsibilities;

The Committee shall have delegated authority to:-

- To make representations on behalf of the Town Council to the Local Planning Authority on applications for planning permission which have been notified to the Council.
- To make representations on behalf of the Town Council in respect of appeals against the refusal of planning permission.
- To comment on and make representations on behalf of the Town Council on Licensing matters received from the local licensing authority.
- To identify and make representations on behalf of the Town Council to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- To deal with any other planning development related matter including conservation matters.
- To identify and comment on any planning or licensing matters affecting Minehead that the Committee considers relevant or of concern, whether or not formally notified to the Town Council.
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision.
- To ensure that any objections or recommendations are based solely on planning criteria.
- To consider environmental aspects when considering planning applications.

- To Monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
- To respond to all consultations regarding planning issues or issues that will have an impact on planning, the Committee is authorised to make written representation or to elect a member to attend the hearing.
- To comment on and suggest Street naming when requested.
- When an application is subject to appeal, the Committee is authorised to make written representation or to elect a member to attend the hearing.
- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.
- Any other matter which may be delegated to it by the Full Council from time to time.

### **Membership**

The Committee will comprise up to Eight (8) Councillors, reviewed annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is Three (3) members. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

### **Minutes**

Minutes of all meetings will be recorded by an officer of Minehead Town Council and circulated at the next Full Council meeting before being approved at the next Planning Committee Meeting.

### **Delegated Authority to Authorise Payments**

- Spending of up to £500, within the agreed budget for the Centre, will be agreed by a vote of all members and reported to the Finance and General Purposes Committee at its next meeting.

### **Operation of the Committee**

- The Committee has power to operate only as set out in these Terms of Reference.
- Meetings of the Committee will be held once a month.
- The Chair of the Committee will be appointed at the first meeting of the committee after the Annual Town Council meeting as the first Agenda item before any business is conducted.
- In the case of a tied vote, the Chair, will cast the deciding vote.
- If the Chair is not able to attend a meeting, the Committee shall vote to appoint a Chair for that meeting before any business is conducted.

- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present and voting at any meeting.
- Should the Chair wish to resign, they should do so in writing to the Clerk. Subsequently, at the next Committee Meeting, there shall be a vote to appoint a new Chair as the first Agenda item before any further business is conducted.
- The Clerk or Deputy Clerk & RFO will prepare and circulate to Councillors an agenda by email for each meeting, at least 3 clear days prior to the meeting, and will publish the agenda on the Council website and in the Town Council offices window.
- Any amendments to these Terms of Reference may only be undertaken by formal resolution at a Full Council meeting.