



MINEHEAD TOWN COUNCIL

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Terms of Reference for The Planning and Licencing Committee

Reviewed: May 2026

Approved: 26th May 2026 (*Minute No: 2026/83 v*)

Date For Next Review: May 2027

Purpose: To determine and submit the Council's responses to all planning and licensing applications and consultations affecting the Parish of Minehead, ensuring that all representations reflect the views of the community and relevant planning policy.

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

The Committee shall have delegated authority to:-

Planning Applications

- Determine and submit the Council's responses to planning applications of all types
- Make representations on planning appeals, including written submissions or attendance at hearings
- Ensure all responses are based on material planning considerations

Enforcement and Monitoring

- Comment on planning enforcement matters
- Report suspected breaches of planning control to the relevant authority
- Monitor the general environment of the parish and raise issues where appropriate

Licensing

- Determine and submit the Council's responses to licensing applications

Consultations and Other Matters

- Respond to consultations relating to planning and development

- Respond to Tree Preservation Order and Conservation Area consultations
- Respond to Local Plan and development policy consultations
- Respond to highways consultations affecting planning matters
- Suggest street names when requested
- Consider any related matter delegated by Full Council

Meetings

The Committee will meet monthly, or as required to meet consultation deadlines. Agendas will be prepared and circulated by the Clerk or Deputy Clerk with at least three clear days' notice, and will be published on the Council's website and noticeboard. Decisions will be made by simple majority vote of those present and voting.

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.

Declarations of Interest

This requirement is in addition to each Councillor's statutory obligation to maintain an up-to-date Register of Pecuniary and Other Interests. Members must declare any relevant interests at the start of each meeting.

Where an interest relates to an item of business, the member must take no part in the decision-making and must not influence the views of others. With the permission of the Chair, the member may provide factual information or context. Thereafter, at the discretion of the Chair, the member may be required to withdraw from the discussion for the remainder of that item.

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

The Committee may authorise expenditure up to £800 within its approved budget. Any spending above this amount must be referred to the Finance and General Purposes Committee or Full Council as appropriate.

Restrictions

The Committee may not:

- Exceed its approved budget or the £800 expenditure limit.
- Commit to any professional, consultancy, or legal costs without Full Council approval.
- Enter into contracts on behalf of the Council.
- Make decisions outside the scope of planning and licensing matters.
- Override policies, Standing Orders, or the Scheme of Delegation.

Operation of the Committee

The Committee will operate within these Terms of Reference and within the Council's Standing Orders and Code of Conduct. It may not exceed its delegated authority, and significant, controversial, or strategic matters may be referred to Full Council where appropriate.