

## **Planning Committee – Membership and Terms of Reference**

### **Report by Kevin Anderson, Executive Director, Place**

#### **1 Recommendations**

The Planning Committee is invited to:-

- (a) consider the appointment of a Chair; and
- (b) note its Membership and Terms of Reference.

#### **2 Purpose of Report**

This report sets out the Membership and Terms of Reference of the Planning Committee.

**Date:** 31 May 2022

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### **3 Background/Main Body of Report**

#### **3.1 Membership**

At the Council meeting on 24 May 2022 it was agreed that the Planning Committee would comprise of all eighteen Members of the Council.

#### **3.2 Terms of Reference**

The terms of reference of the Planning Committee are stated in the Scheme of Administration (appended to Standing Orders). An extract is attached.

### **4 Report Implications (Resource, Digital and Risk)**

#### **4.1 Resource**

There are no resource implications arising directly from this report.

#### **4.2 Digital**

Not applicable.

#### **4.3 Risk**

In accordance with the Scheme of Administration the Council is required to appoint Members to the various Committees, etc. Failure to do so could impede the discharge of business.

#### **4.4 Ensuring Equalities (if required a separate IIA must be completed)**

An equalities impact assessment has not been required in connection with this report.

#### **4.4 Additional Report Implications (See Appendix A)**

See Appendix A

### **Appendices**

Appendix A – Additional Report Implications

Appendix B – Terms of Reference of Planning Committee

## **APPENDIX A – Report Implications**

### **A.1 Key Priorities within the Single Midlothian Plan**

Not applicable

### **A.2 Key Drivers for Change**

Key drivers addressed in this report:

- ☐ Holistic Working
- ☐ Hub and Spoke
- ☐ Modern
- ☐ Sustainable
- ☐ Transformational
- ☐ Preventative
- ☐ Asset-based
- ☐ Continuous Improvement
- ☐ One size fits one
- ☒ None of the above

### **A.3 Key Delivery Streams**

Key delivery streams addressed in this report:

- ☐ One Council Working with you, for you
- ☐ Preventative and Sustainable
- ☐ Efficient and Modern
- ☐ Innovative and Ambitious
- ☒ None of the above

### **A.4 Delivering Best Value**

There are no direct implications related to this report

### **A.5 Involving Communities and Other Stakeholders**

This report does not directly relate to involving communities

### **A.6 Impact on Performance and Outcomes**

Not applicable.

### **A.7 Adopting a Preventative Approach**

Not applicable.

### **A.8 Supporting Sustainable Development**

Not applicable.

## **APPENDIX B – Terms of Reference of Planning Committee**

### **Planning Committee**

**Business** – The Planning Committee will be responsible for the following:-

The exercise of the powers and duties of the Council under the provisions of the Town and Country Planning (Scotland) Acts, the Building (Scotland) Acts and other relative Acts, Regulations and Orders regarding the control of development and related matters, and including:-

- a) disposal of applications for planning permission, listed building consent, conservation consent, advertisement consent and other applications, notifications and consultations, and arranging site visits requested in advance by a Member(s) prior to deliberation and determination of an application(s);
- b) enforcement of planning control;
- c) making and enforcing of orders relating to the control of development including tree preservation orders and building preservation orders;
- d) defending any decisions made by the Committee which become the subject of an appeal to the Scottish Ministers or of other review procedure;
- e) preparation of agreements regulating development or use of land;
- f) preparation of development briefs and other supplementary planning guidance relating to the detailed control of development; and
- g) making and enforcing of orders relating to building standards.

**Meetings** - The Committee will normally meet on a six weekly cycle (subject to breaks for the summer recess, Christmas/New Year holidays and school holidays).

The Council will decide on the schedule of meetings for the Planning Committee, usually on a rolling annual basis which will be published.

**Quorum** - The quorum for meetings of the Committee will be 6 Councillors.

**Minutes** - The Minutes of the Committee will be submitted to the next ordinary meeting of the Committee for approval. They will also be submitted to the Council both for information and to allow the Council to consider any recommendations contained in them.