



## **PLANNING COMMITTEE – TERMS OF REFERENCE**

### **1. Objective**

Burley Parish Council is currently an advisory body to the Local Planning Authority (Bradford Metropolitan District Council) for all planning applications that relate to the Parish area. The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications.

### **2. Membership**

Membership shall consist of a maximum of six Council members elected annually along with the Chairman and Vice Chairman of the Parish Council in a ex-officio capacity. The Chairman and Vice Chairman of the Committee shall be elected by the membership. A quorum shall consist of three members.

### **3. Areas of Responsibility**

The Planning Committee shall be delegated to make decisions on behalf of the Council in the following matters:

- a) Approval of its Minutes as true and correct records
- b) Receive and grant DPI dispensations; details of all dispensations received to be reported back to the Council, at the next available meeting
- c) Approval of expenditure on items included in the approved Committee budget up to the amount specified in the budget
- d) To comment on planning applications received from the planning authority
- e) Street naming, depending on deadlines
- f) Licensing matters
- g) To comment on behalf of the Council on Local Development Framework plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other plans or studies as considered appropriate
- h) To comment on behalf of the Council in response to any consultations in relation to footpath diversions, modifications or adoptions, depending on deadlines
- i) Any other matter which may be delegated to it by the Council from time to time

The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Recommendation of the Committee's budget each financial year
- Any funding required outside of, or above, the set budget in any given financial year

The Committee may refer specific matters to the Council for a final decision if it so wishes.

Planning applications shall be circulated to Planning Committee members within three days of the Planning Committee Meeting by the Parish Clerk. The applications may be viewed on the Bradford MDC Planning Portal.

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary. All correspondence should be conducted through the Parish Clerk.

#### **4. Meetings**

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Burley Parish Council. The Parish Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

#### **5. Admission of the Public and Press**

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting due to the confidential nature items of discussion. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

#### **6. Review**

These terms of reference are to be reviewed annually.