

COLLINGHAM WITH LINTON PARISH COUNCIL

PLANNING COMMITTEE

Terms of Reference

Version: 1.0 7th January 2025

These Terms of Reference were reviewed and adopted by the council at its meeting held on 6th May 2025

Signed : *Marianne Moses* Marianne Moses Chairman Date : 06/05/2025

1.0 Purpose

The planning committee is appointed to make decisions about all planning matters, subject to budget and expenditure limits agreed with the finance committee and approved by the full council.

2.0 Membership

In accordance with the rules laid out within Standing Order 4 the committee may consist of both Parish Councillor and Non Parish Councillor members. The committee should comprise of no less than three and no more than six members, {at least three of which should be Councillors} as well as the Clerk. The Chair is to be elected, and committee members agreed at the Annual Meeting of the Parish Council each year in May.

Voting

All Councillor members will have normal voting rights. The Chair will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.

Convening

The Clerk will convene Committee meetings on the occasion of planning matters requiring attention outside of normal Parish Council meeting timescales. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved, and retained by the Council in perpetuity.

3.0 Meetings

Meetings are open to the general public. Members of the public who attend will be given the opportunity to ask questions or make representations on matters of concern to them. Time is allowed prior to commencement of the main meeting and detailed on the agenda as public participation. Councillors who are not on the committee may also attend as members of the public but cannot vote at a committee meeting.

4.0 Quorum

The Quorum for the Planning Committee shall be three. If a quorum is not present then no business shall be transacted or recommendations made.

5.0 Documents

The Clerk shall produce all documents required for the Committee's operation.

- I. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
- II. Draft minutes will be circulated to all Committee members.
- III. Depending on timing, either draft or approved minutes will be received by the full council for information only.

6.0 Accountability

The planning committee has been given delegated power by the full council to act on their behalf in relation to the defined terms of reference below only; any matters outside the committee's terms of reference shall be made to the full council as a recommendation.

- 6.1 Local Development Framework consultations.
- 6.2 Major or planning applications that are departure from the Local Development Framework.
- 6.3 To deal with those Planning applications that are potentially a detriment to the parish and cannot be dealt with at a normal parish council meeting due to either complexity or timescales for response

*Where the committee feels necessary, it may resolve to refer any decision for which it has delegated authority, to the full council.

7.0 Role and Function

To make recommendations to the council;

- 7.1 In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish.
- 7.2 In relation to any arrangements between the parish council and the Local Planning Authority about the involvement of the parish council in the discharge of planning functions.
- 7.3 To make representations to the Local Planning Authority on any application referred to the parish council and on any other planning matter that affects the parish.
- 7.4 In respect of representations to the Local Planning Authority in support of any departure application; (**Departure applications** are defined as an **application** for planning permission for development which does not accord with one or more provisions of the development plan in force in the area in which the site is situated).

Additionally - to liaise with Leeds City Council Planning officers, when the need arises to gain further information or clarification of any issue.

All Planning applications will continue to go to the monthly parish council meetings.