

BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

Terms of Reference

Planning Committee

Membership – up to 8 Members

(To be elected annually at the Annual Meeting of the Town Council each year)

- The Chair and Vice-Chair of the Council shall be ex-officio, a voting member of every Committee.
- The Planning Committee to consist of up to 8 members: the Chair and Vice-Chair of the Council plus up to 6 Town Councillors.
- The Chair and Vice Chair of the committee are to be elected annually at the first meeting of the committee following the Annual Meeting of the Council and shall hold office until the first meeting of the committee following the Annual Meeting of the Council in the subsequent year.
- The quorum of the committee is four.

Aims

To act as an advisory body to Bradford Metropolitan District Council for all planning applications that directly relate to the parish area.

Objectives

To fully consider all planning applications and make response on behalf of the Full Council to all applications for planning permission and planning appeals referred to Bingley Town Council by the Bradford Metropolitan District Council.

Meetings

The Town Clerk will call Planning Committee meetings as and when necessary to ensure that all planning applications received can be discussed and replied to within the timescale. Members will be summoned to attend meetings which will be held in the Hub (site meetings may be deemed necessary) and public notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded by the Deputy Clerk and circulated at Full Council meetings of Bingley Town Council. All planning applications and observations shall be recorded in the minutes of the meetings.

Accountability

The Planning Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference.

Dispensations

The committee has delegated authority to deal with dispensations in relation to items on the committee's agenda.

Scope

The Planning Committee:

- To have delegated powers to make observations on all planning applications and submit those observations to Bradford Metropolitan District Council, and when necessary hold meetings with residents, developers or Planning Officers to assist with the formulation of those observations.
- To have delegated powers to receive notification of any licensing applications and make any observations they deem necessary. The Planning Committee will also keep a watching brief on any licensing issue referring any concerns back to the Licensing Authority.
- To have delegated powers to respond to all consultations on planning related matters and to take part in any discussions which could result in changes to the Local Development Plan, Local Development Framework, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act etc. The Planning Committee reserves the rights to refer any decision back to Full Council for discussion as and when they deem necessary.
- To have delegated powers to submit proposals in respect of funding for any training requirements for staff and members to the Finance and General Purposes Committee (not later than the end of November each year)
- To have delegated powers on behalf of the Full Council to appoint a representative to attend Planning Inquiries/Appeals and to make representations in respect of appeals against the refusal of planning permission and to communicate with the Planning Inspectorate.
- To have delegated powers to identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- May delegate actions or expenditure to the Town Clerk/Deputy Clerk.
- To have delegated powers through the Chairman to issue press statements regarding planning matters on behalf of the Full Council.

Review

The Planning Committee's terms of reference are to be reviewed annually at the Annual Meeting of the Council.

Date of approval: 16th May 2023; **Date of next review:** May 2024.