



Burley Parish Council

PLANNING COMMITTEE – TERMS OF REFERENCE

1. The Planning Committee is constituted to consider planning applications and other planning matters referred to Burley Parish Council by the Local Planning Authority or other statutory bodies.
2. The primary purpose of the Committee is to examine planning applications affecting the parish, taking into account material planning considerations, adopted planning policies and any relevant neighbourhood planning policies, and to make recommendations to the Full Council.
3. The Committee shall review and make recommendations to the Full Council on:
 - planning applications;
 - applications for listed building consent and other planning-related applications on which the Council is consulted;
 - planning appeals where consultation is invited;
 - consultations on planning policy, Local Plans and Supplementary Planning Documents;
 - any other planning matters referred to it by the Full Council.
4. The Full Council shall determine the Council's response to planning applications and other planning consultations. Following approval by the Full Council, the Chair of the Planning Committee, or their nominee, shall submit the Council's agreed comments to the Local Planning Authority within the consultation period.
5. In formulating its recommendations, the Committee shall have regard to:
 - national planning policy;
 - the Development Plan and other adopted planning policies;
 - the character and environment of Burley Parish;
 - highway safety, residential amenity, environmental impact and other material planning considerations.
6. The Committee has no delegated decision-making powers. Its role is to consider planning matters and make recommendations to the Full Council.
7. The Committee shall operate in accordance with the Council's Standing Orders and Code of Conduct.
8. The Clerk to the Council shall act as Secretary to the Committee, prepare agendas, distribute planning documents where available, and record the minutes of the Committee's proceedings. The Clerk shall provide administrative support to the Chair of the Planning Committee, or their nominee, in submitting the Council's agreed comments to the Local Planning Authority following approval by the Full Council.



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9. Membership of the Committee shall consist of a minimum of two serving Parish Councillors. There shall be no maximum number of members, and any serving councillor may request appointment to the Committee.
10. The quorum for meetings shall be two members, one of whom shall be the Chair of the Committee or, in their absence, the Vice-Chair.
11. Meetings shall normally be held immediately prior to meetings of the Full Council, or at such other times as may be necessary to enable planning applications to be considered before the consultation deadline.
12. Meetings shall be open to the public except where confidential business is to be transacted. Members of the public may address the Committee on agenda items in accordance with the Council's Standing Orders before the Committee considers each item.
13. The Clerk shall prepare and publish agendas and record the minutes of each meeting. The Committee's recommendations shall be reported to the next meeting of the Full Council for consideration.
14. The membership and Chair of the Planning Committee shall be reviewed annually at the Annual Meeting of Burley Parish Council. These Terms of Reference shall also be reviewed annually and approved by the Full Council.
15. At the first meeting of the Committee following the Annual Meeting of the Council, the Committee shall elect a Vice-Chair before any other business is conducted.