



Burley Parish Council

PLANNING PORTFOLIO HOLDERS – TERMS OF REFERENCE

1. Purpose

The Planning Portfolio Holders are appointed by Burley Parish Council to review planning applications and other planning matters referred to the Council by the Local Planning Authority or other statutory bodies.

2. Responsibilities

The Planning Portfolio Holders shall:

- review planning applications and supporting information;
- consider relevant planning policies and material planning considerations;
- identify any matters requiring particular consideration by the Full Council; and
- make recommendations to the Full Council regarding the Council's response to planning applications and other planning consultations.

3. Full Council Decision

The Planning Portfolio Holders have no delegated decision-making powers. The Full Council shall determine the Council's formal response to planning applications and other planning consultations.

4. Submission of Comments

Following approval by the Full Council, the Planning Portfolio Holders, or their nominee, shall submit the Council's agreed comments to the Local Planning Authority within the relevant consultation period.

5. Planning Considerations

In making recommendations to the Full Council, the Planning Portfolio Holders shall have regard to:

- national planning policy;
- the Development Plan and other adopted planning policies;
- the character and environment of Burley Parish;
- highway safety and access;
- residential amenity;
- environmental considerations; and
- other relevant material planning considerations.

6. Appointment

The Planning Portfolio Holders shall comprise two serving Parish Councillors, appointed annually by the Full Council at the Annual Meeting of the Council. The Full Council may appoint or change the Portfolio Holders at any other time by resolution.

7. Meetings and Reporting

The Planning Portfolio Holders shall review planning applications in advance of Full Council meetings and provide recommendations for consideration by the Full Council. They may meet informally as necessary to undertake this role.



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8. **Clerk's Role**

The Clerk shall provide administrative support to the Planning Portfolio Holders, including providing details of planning applications received, circulating relevant information and supporting the submission of the Council's agreed comments to the Local Planning Authority.

9. **Annual Review**

These Terms of Reference shall be reviewed annually by the Full Council and amended as required.