



## **Planning Committee Terms of Reference**

**Approved: 15/10/2020 (Item 144/2020a)**

**Review date: April 2021**

**Signed by Chair, Councillor Martin Eyre**

### **Membership:**

Six (6) Councillors and Two (2) Members of Public. Public members can take part in discussions but are non-voting.

### **To be elected annually at the Annual Meeting of the Parish Council in May**

- The Chairman of the Committee is to be elected annually by the Planning Committee at the first meeting after the Annual Council meeting of Kippax Parish Council and shall hold office until the next Annual Council meeting
- The quorum of the Committee is 3

### **Role**

The Planning Committee has the delegated power to consider all development issues relating to the Parish of Kippax and spend, within its allocated budget, for all activities related to Planning.

### **Meetings**

Meetings of the Planning Committee will typically take place on the first Monday of each month with at least six meetings per year. A meeting of the Planning Committee can be convened by the full council or the Chair of the committee as and when necessary.

Members will be summoned to attend meetings which will be held either via Zoom or in a venue in Kippax and Public Notice of the Meeting shall be given in accordance with Schedule 12, Para 10(2) or the Local Government Act 1972. The committee shall abide by the Standing Orders adopted by Kippax Parish Council.

The Chair will be in charge of the meeting, or in their absence the first item should be to select a member councillor to chair the meeting.

### **Documentation**

Agendas will be prepared by the Clerk in consultation with the Chair and published in accordance with Kippax Parish Council's Standing Orders. The Agenda will include a Public Session which shall be no more than 10 minutes, where members of the public who wish to speak regarding an item within the remit of the Planning Committee may do so. The agenda will include all applications to be considered and any final decisions taken by Leeds City Council.

Minutes of the meetings will be recorded by the Clerk and ratified by the Planning Committee. The minutes will be circulated to full council for information and published on the website.

The Planning Committee will provide any relevant financial documents to the Finance Committee at its monthly meetings.

### **Accountability**

The Planning Committee has delegated powers to act and make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Planning Committee's terms of reference shall be made to the full council.

### **Scope**

- The committee has delegated powers to consider all development issues relevant to the Parish of Kippax, to include but not limited to:
  - a) Planning Applications
  - b) Ad hoc developments and changes of use where no planning application has been submitted
  - c) Tree Protection Orders
  - d) Supplementary Planning Guidance
  - e) Structure Plans (ie. Kippax Neighbourhood Plan)
  - f) Licensing Applications
- The committee has delegated powers to send, on behalf of the council, informed consultation responses, representations, queries and statements to Leeds City Council (as the local planning authority), The Planning Inspectorate, the government office for Yorkshire and the Humber, The First Secretary of State, English Heritage and any other organisations or agencies as appropriate, as they are relevant to the operation of Town and Country Planning act 1960, general development orders or other legislation or statutory instruments applicable to development control
- All communications issued by the committee shall be signed by the Chair of the meeting
- The committee has delegated powers to assist Leeds City council in the enforcement of LCC planning decisions
- The committee will consider new applications as well as receiving updates on ongoing and completed applications
- The committee will retain the following documents for six (6) years:
  - a) Copies of signed outgoing letters
  - b) Copies of notice of planning meetings
  - c) Copies of the signed minutes of the planning meetings
  - d) Copies of the responses to licensing applications
- The committee will detail a planning committee budget each year in accordance with the financial regulations for approval by the full council and must control spending in line with the agreed budget.
- The committee has delegated powers to book meeting rooms within the specified budget for public meetings regarding applications.
- Members of the committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget and policy.

**Review**

The Planning Committee terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.