



Planning Committee

Terms of Reference

Approved: 19th June 2025

Minute Reference: 025/FC/2526a.

Review date: May 2026

M Eyre

Signed by Chair, Councillor Martin Eyre

Membership

Nine Councillors and two non-councillor members of the public. Non-councillor members are permitted to participate in all discussions but are not allowed a vote.

Members will be appointed annually by the council at the Annual Meeting of the Parish Council in May. Non-councillor members should express their interest in joining a committee in writing to the Clerk at least seven days prior to the Annual Meeting.

- The Chairman and Vice-Chairman of the Committee are to be elected annually by the Communications 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 three voting members.
- Members may, at any time, resign from the Committee by given written notice to the Clerk. The resignation will take immediate effect.
- Full Council may amend the membership and elect additional Councillors onto the Committee at any time

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 take place on the first Monday of each month. A scheduled meeting may be cancelled by the Clerk or Chairman of the Committee if there are no planning applications or issues for consideration. Extraordinary meetings of the Planning Committee can be convened by the Chairman of the committee as and when necessary, or if the Chairman of the committee does not call an extraordinary meeting within 2 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

Members will be summoned to attend meetings which will be held 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 committee Chairman will preside at meeting, or in their absence a Vice-Chairman. If neither the Chairman or Vice-Chairman are present, the first item should be to appoint a member councillor to preside at the meeting as Chairman.

Documentation

Agendas will be prepared by the Clerk and published in accordance with Kippax Parish Council's Standing Orders and Administration of Agendas and Minutes policy. The meeting will include a public forum that will last for 15 minutes. The agenda will include all applications to be considered and any final decisions by Leeds City Council for information.

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

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 matters outside the remit of Planning Committee's terms of reference shall be referred to the Full Council as recommendations for consideration.

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
- Responses to planning applications are to be submitted by the Clerk. All other communications issued by the committee shall be signed by the Chairman of the committee
- The committee has delegated powers to assist the Local Planning Authority (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 documents in line with the council's Document Retention policy and relevant GDPR regulations

- 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 Committee will review the Planning Committee terms of reference annually and make recommendation to Full Council at the Annual Meeting of the Council.