



PLANNING COMMITTEE TERMS OF REFERENCE

1. CONSTITUTION

The Planning Committee shall consist of 5 members (Parish Councillors Andy Palmer, Heather Palmer, Matthew Tomlin, Bob Fitzsimmons, Roy Catford) and 1 substitute member (Parish Councillor V Malone). Substitute members whose role is to replace the ordinary members at a meeting of a committee are required to confirm to the Clerk 5 days before the meeting. The Committee Chairman is to be elected annually. Members are to be confirmed or re-elected at the May Annual Meeting.

2. MEETINGS

Meetings of the Planning Committee will be arranged on an ad-hoc basis when planning applications are received. Meetings will be held prior to full council meetings (2nd Monday of the month) and on evenings as required (preferably Mondays)

3. ELECTION OF CHAIRMAN

The Committee at its first meeting after the election of members shall elect from its members a chairman and vice-chairman.

4. QUORUM

A quorum shall consist of three members of the committee.

5. STANDING ORDERS

The Council's Standing Orders shall apply to the committee in so far as they may be appropriate.

6. RULES OF THE COMMITTEE

The Planning Committee shall have the executive authority to consider and make decisions on certain aspects of the Council's business in respect of the Town and Country Planning Act, National Planning Framework and any structure plan brought forward by the Local Authority [C.B.C.] and the duty to make recommendations to the council on further aspects.

The Planning Committee to consider and return planning applications to Central Bedfordshire Council, where the applications are;

- a) for any change of use
- b) for any alterations or modifications.
- c) Housing Developments under 500 dwellings.
- d) consider and make comments on any new Central Bedfordshire Structure plan, mineral extraction plan and any transport plans that would impact the environment of the village.
- e) any imposed developments that would impact the parish.
- f) needed to employ planning consultants or specialist advisors.

The Planning Committee to consult and make recommendations to the full council on applications which raise concern and in their opinion should be discussed in full council.

The Committee's comments shall normally be communicated to Central Beds Council within 10 days of the committee. If an extension is required the chairman/clerk must seek permission from the appropriate planning officer. All decisions communicated to Central Beds Council are final unless there are very exceptional circumstances for example the information presented to the Committee and used as a basis for the decision was incomplete or erroneous.

The Planning Committee will also consider, and if appropriate, act upon full council guidance within its remit as a planning committee.

The Planning Committee will act impartially and not discuss applications amongst themselves or the chairman until in full committee. Any correspondence from members of the public shall be presented to full Committee.

All meetings of the full Planning Committee come under the same protocol as full council and are open to all members of the public. The Committee may also receive delegated executive authority from the council to act on the council's behalf on any aspects that fall within planning terms and reference.

7. REPORT TO THE COUNCIL

The report made by the Planning Committee within these terms of reference can only be overturned by a full council carrying a resolution by a two thirds majority of members present to suspend these terms of reference. Where the planning committee only makes a recommendation to the council, the council can only accept or reject by a similar majority of two thirds.

8. REPRESENTATION

The Chairman of the planning committee or approved deputy is hereby summoned to attend planning committee meetings to discuss on behalf of the Parish council all planning issues.

9. BETWEEN MEETINGS

The Parish Clerk will circulate to Councillors by email information about all planning and licensing matters brought to the Parish Clerk's attention.

Planning Committee Chairman to look at all applications and make a written recommendation to committee members which will be circulated and discussed at the next Planning Committee or Parish Council Meeting for a comment to be made back to Unitary Authority.

If there is insufficient time for 2. above within the consultation process, the Parish Clerk will submit a response on behalf of the Council in accordance with the wishes of the majority of Committee members expressing a view, and that response will be noted at the next available Committee/Council meeting without question.

10. PLANNING FRAMEWORK

To examine the village and see which direction it grows. For example: Do we want to stay as it is or do we accept new innovations in architectural design. To consider land for development within the parish. These are to be based on considered needs and population growth patterns for the area and strong consideration to be made for council housing, social housing and affordable housing and also elderly people's accommodation.

- Basic responses based on planning rules and regulations.
- To protect the greenbelt and its policies that apply regarding the surrounding of our parish and village.
- To protect against overdevelopment.
- To consider structural design.
- To consider whether building alterations and infill developments would alter the street scene in an adverse manner.
- To consider if there is an environmental impact by alternative power developments.
- To protect to the best of our ability conservation areas and areas of outstanding natural beauty.
- If the Committee is of a mind to instruct the chairman to reply to appeals to attend Central Bedfordshire planning to represent their views.
- To make our voice known in support of planning decisions where they do not conflict with their own.

Planning Committee minutes to be regarded as a true and faithful record of the Committee's decisions and comments on planning applications to be transmitted to Central Bedfordshire Council planning officers.

This document will be reviewed as and when necessary and appropriate and at a minimum on an annual basis at the May meeting.

Adopted February 2024
Reviewed May 2024
Next review May 2025