



# **BARWICK IN ELMET AND SCHOLES PARISH COUNCIL**

## **Planning Subcommittee**

### **Terms of Reference**

1. The Planning Committee is constituted to represent Barwick in Elmet and Scholes Parish Council in planning matters referred to Barwick in Elmet and Scholes Parish Council by the Local and other Planning Authorities.
2. The Planning Committee holds delegated authority from Barwick in Elmet and Scholes Parish Council as defined under item 4.b of the Council's Standing Orders. An agenda shall be published a minimum of four days before a meeting and the minutes of any meeting shall also be published.
3. The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of Barwick in Elmet and Scholes Parish Council is a statutory consultee in the planning process.
4. Membership shall comprise three members of the Barwick in Elmet Ward and three members of the Scholes Ward. All serving Councillors may request to be appointed to the Committee at the Annual Parish Council Meeting or if a casual vacancy occurs. The Chair of the Parish Council is an ex-officio member and has voting rights.
5. Membership of the Planning Committee is reviewed and voted on annually at the Annual Parish Council meeting of Barwick in Elmet and Scholes Parish Council.
6. At the first meeting of the Planning Committee following the Annual Meeting of the Barwick in Elmet and Scholes Parish Council, the Planning Committee will elect the Chair and Vice Chair before any other business is conducted.
7. The Committee will be quorate if three or more members are present.
8. Meetings will normally be held monthly in line with the published Parish Council meeting timetable. The Planning Committee may call an additional meeting if required providing proper notice is given by publication of an agenda giving full details of the meeting.

9. The Committee may in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.
10. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members.
11. If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Barwick in Elmet and Scholes Parish Council in order that the Parish Council's response can be debated and agreed by all Parish Councillors.
12. The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public may speak only before the Planning Committee has begun its own deliberations. However, if required, the committee members may seek clarification of the proposals from the public within the debate.
13. The Clerk will submit the Planning Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
14. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.
15. These Terms of Reference for the Planning Committee shall be reviewed annually at the Annual Meeting of Barwick in Elmet and Scholes Parish Council.

These Terms of Reference were adopted by the Parish Council at its annual meeting of 5<sup>th</sup> May 2021. There were no changes to the previous version.