



BOROUGHBRIDGE TOWN COUNCIL
 1 HALL SQUARE, BOROUGHBRIDGE, NORTH YORKSHIRE, YO51 9AN

Planning Committee
Terms of Reference

1. Objectives

The objective of the Planning Committee is to represent the views of the community with regard to planning related matters.

2. Purpose

The purpose of the Planning Committee is to be consulted on planning applications for the Parish of Boroughbridge, Aldborough and Minskip and to pass comment on these applications to planning authorities.

3. Membership

- a. The Committee can consist of up to **ELEVEN** councillors appointed at the Annual Meeting of the Parish Council each May. The Chairman and vice chairman of Boroughbridge Town Council will be ex-officio members unless they are already committee members. The Committee will elect a Chairman from Councillor Members at its first meeting after the Annual Meeting of the Parish Council.
- b. The quorum of the Planning Committee will be **THREE**.

4. Meetings

The Committee will meet monthly or more often as necessary to meet the planning authority deadlines for submission of Parish Council Notifications.

5. Voting

- a. The Quorum for a meeting will be a minimum of three Councillor Members.
- b. Rules & Regulations
 - i. The Councillors' Code of Conduct will apply to all members of the Committee.
 - ii. The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the Council's standing orders.

6. Rights & Powers

- a. The Committee will have limited delegated powers:
 - i. May make recommendations to the Council for consideration and approval.
 - ii. The Committee may convene special meetings in accordance with the Council's Standing Orders.

7. Responsibilities

The Committee shall:

- a. Consider and make representations to the Local Planning Authority on planning applications and other related applications.

- b.** Consider and make representations upon all matters relating to development plans including structure and planning policy proposals.

Review Date: May 2025

Next review date: January 2026

Signed by The Chair.....