

Melchbourne and Yelden Parish Council

Planning Committee

Terms of Reference

Membership:

- Two committees (one for Yelden and one for Melchbourne) consisting of four councillors each:
 - For Yelden planning applications the committee will consist of the four councillors from Yelden.
 - For Melchbourne planning applications the committee will consist of the four councillors from Melchbourne.
 - Where there are planning applications on the meeting agenda for both Yelden and Melchbourne, both committees will be present
- Chairmanship for the planning committees: to be resolved at a parish council meeting
- Quorum: no fewer than three councillors.

Meetings:

- Committee meetings are to be held on the third Wednesday of the months where there are no council meetings: February, April, June, August, October, December.
- Planning applications that require a response during January, March, May, July, September, November, will be addressed during full council meetings. Standing Orders of the parish council will apply.
- The committees will meet to determine formal responses to planning applications, but will conduct business about routine planning matters by email.
- A record of all planning application responses from committee meetings will be recorded in planning committee minutes, and also recorded in the next main parish council meeting minutes.
- Each committee meeting will have a Public Open Forum to allow members of the public to comment on the planning items on the agenda
- The clerk is responsible for submitting the responses to the relevant planning authority – in most cases this will be Bedford Borough Council.

Powers and responsibilities:

- The planning committees have delegated powers from the parish council to consider and respond to all planning applications on behalf of the parish council, where planning deadlines falling between council meetings

- To study relevant plans and, where necessary/applicable, visit relevant sites and consider any comments from members of the parish before coming to a decision
- To ensure that all relevant parties are given an adequate hearing at committee meetings if they request this
- To ensure that any objections or recommendations are based around planning criteria
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches
- To respond to all consultations regarding planning issues, to make written representation, or to elect a member to attend a planning authority hearing
- When an application is subject to appeal, the committee is authorised to make written representation or to elect a member to attend the hearing