**PLANNING COMMITTEE**

**TERMS OF REFERENCE**

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| Approved by the Town Council | 16th May 2016 |
| Amended | 13th February 2017 |
| Amended | 28th April 2017 |
| Amended | 3rd July 2017 |
| Amended Full Council 1718/21 | 10th July 2017 |
| Amended Full Council 1819/39 | 16th July 2018 |
| Amended Full Council 1920/08 & 09 | 13th May 2019 |
| Amended Gov 2122/08.2 | 12th July 2021 |
| Approved Full Council | 26th July 2021 |

The Committee will determine the Council’s policy and activity within its remit:

1. Archaeology and built conservation
2. Assets of Community Value
3. Building Regulations
4. Civil engineering
5. Highway and traffic management/regulation
6. Housing policy and standards
7. Licensing
8. Town and country planning
9. Tree Preservation Orders
10. Street Naming

Specifically, the Committee may:

* Implement and review the relevant objectives of the Baildon Plan Update 2019
* Take all policy and non-financial decisions in relation to these issues
* Spend within, monitor and vire between delegated budget headings
* Make recommendations for changes to delegated budget headings
* Formulate and recommend budget proposals to assist precept-raising
* Consider topical issues as they arise
* Keep up-to-date with developments
* Send and receive representatives to and from partner organisations
* Communicate internally and externally through the proper channels
* Work co-operatively with internal and external partners
* Recommend fees and charges to the Governance Committee

The Committee will act as the Town Council’s formal consultee for planning applications and other consultations concerning town and country planning, licensing and traffic regulation. In particular, the Committee will:

* Monitor planning applications received by Bradford Metropolitan District Council for Baildon and submit any comments on them to Bradford Council
* Consider the potential of national or district planning policy to provide opportunities to improve the quality of life in Baildon.
* Make proposals to the Town Council on any initiative arising from this policy framework which might improve the quality of life in Baildon

The Committee may make recommendations to Council with regards to Neighbourhood Planning

The Committee will be elected at the Annual Meeting of the Council in May

The Committee will have six councillor members and will have a quorum of three councillors

A Chair of the Committee, who must be a councillor, will be elected at the first committee meeting each year

A Vice Chair of the Committee, who must be a councillor, will be elected at the first committee meeting each year

The Committee may co-opt non-councillors as non-voting members, for reasons of expertise or experience

The Clerk (or any other officer of the Town Council) will convene meetings of the Committee, take the minutes of meetings and action decisions arising from meetings

The Committee shall keep and ratify its own minutes.

During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1 (2), and these matters will be reported to Council as a confidential minute.

The Committee shall meet monthly except in August and December on to be agreed by Council.

Extraordinary meetings of the Committee may be called in accordance with Standing Orders 4c and 4d.

Unless the Council determines otherwise, the Committee may appoint sub-committees whose terms of reference and membership shall be determined by the Committee

The terms of reference shall be given to all Council members for information and shall be ratified at the first meeting after the Council’s annual meeting in May.

Councillors, who are not members of this Committee, may attend any meeting of the Committee but as they are not formal members are not permitted to vote on any of the Committee’s decisions unless they are acting as a substitute member.