

Planning Committee Terms of Reference

Objectives

To fully consider planning applications and make a response on behalf of the Full Council to applications for planning permission and planning appeals referred to Alwoodley Parish Council by Leeds City Council.

Membership

- Five Councillors including the Chairman
- Chairmanship and membership of the Committee will be decided at the Annual Meeting of the Parish Council
- A Quorum will be three members

Meetings

- The Parish Clerk will call Planning Committee meetings on the first Monday of the month.
- A record of all planning applications, the responses of the Parish Council and the decisions taken by the planning authority will be recorded in the minutes of the Committee meeting.
- The Clerk will minute all meetings of the Planning Committee and the minutes will be approved at the next committee meeting.
- The Clerk is responsible for submitting the responses to the Planning Authority
- The Committee will follow all rules regarding the convening of its meetings as those applied to meetings of the full Council. In as much as these will be open to the public and press, held in an unlicensed premises, and with notification being displayed in the appropriate places at least 3 clear days before the meeting. All other rules will apply.

Delegated Powers

- The Committee has delegated powers to consider all planning applications and to respond to them
- To study relevant plans, visit relevant sites and consider any comments from members of the parish before coming to a decision
- To consider whether to canvass opinion for and against applications to assist with a fair determination of applications



- To ensure that all relevant parties are given an adequate hearing if they request this
- To ensure that any objections or recommendations are based solely on planning criteria
- To consider environmental aspects when considering planning applications
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches
- To respond on behalf of the Parish Council when a time sensitive response is required
- When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing
- To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.
- If the planning application requires consideration before the next committee meeting; in case of emergencies, decision making on the application is delegated to the Clerk, following email liaisons with the committee members.

For consideration at the March 2026 APC Meeting