



## **Planning, Licensing and Traffic Committee**

### **Terms of Reference**

1. The quorum of this Committee shall be one third of the members of the Committee.
2. The membership of this Committee will be reviewed annually in May each year.
3. This Committee will conduct its meetings under the provisions of the Local Government Act 1972.
4. The Chair of the Committee to be consulted as to the items to be included in the agenda of the meeting, and to approve the subsequent minutes prior to their publication.
5. The Committee has authority to consider all planning and licensing applications submitted to it by Leeds City Council for comment, to make observations and objections as appropriate, and to consider any planning and licensing related matters which are put to the Committee. Comments related to applications are to be forwarded to the Director of Planning, Leeds City Council and Director of Entertainment Licensing, Leeds City Council.
6. The Committee has delegated authority subject to direction from Council to engage in any co-operative highways schemes with Leeds City Council, the Area Management Team, West Yorkshire Police, voluntary bodies, statutory agencies and local businesses, focussing particularly on road safety.
7. The Committee has authority to appoint or co-opt individuals to act as liaison between the Committee and other designated planning, licensing and traffic agencies, in specific instances.
8. The Committee shall not commit the Council to any expenditure other than that allocated by the budget.
9. The Committee may appoint a working group to promote the development of a Horsforth Neighbourhood Plan.
10. The Committee has delegated authority to appoint, subject to any direction from the Council, other outside agencies to assist in its duties.

11. The Clerk has delegated powers to seek extensions to planning applications and the not seeking of extensions for tree preservation orders, non-material amendments and permitted developments.
12. The Clerk has delegated powers to object to Leeds City Council on any licensing application that extends the licensing hours of an establishment by one hour or more per day.
13. The Planning and Licensing Committee will recommend to Full Council the allocation of the funds from the Community Infrastructure Levy (CIL).
14. The Planning & Licensing Committee meetings to take place within the cycle of a maximum no more than 6 (six) weeks.

Adopted 24 May 2017