



## **Planning, Licensing and Traffic Committee Terms of Reference**

1. The maximum number of members of the Committee and the allocation of members from different groups on the Council shall be as specified in Standing Orders or as otherwise determined by a resolution of full Council.
2. The membership of the Committee shall be reviewed annually in May at the Annual Meeting of the Town Council.
3. The membership of the Committee may include non-members of Council. The appointment of such members shall be subject to approval by Council. Such members shall not have any voting rights and shall not be counted in the maximum permitted number of members on the Committee or towards the quorum.
4. The Chairman and Vice Chairman of the Committee shall be elected annually at the Annual Meeting of the Town Council.
5. The quorum of the Committee shall be one third of the voting members of the Committee.
6. The Committee will conduct its meetings under the provisions of the Local Government Act 1972.
7. The Council's Standing Orders and Code of Conduct shall apply to the Committee and its members.
8. The Clerk or Assistant Clerk shall convene ordinary meetings of the Committee.
9. The Chairman shall convene extraordinary meetings of the Committee.
10. The Chairman shall be consulted as to the items to be included in the agenda for Committee meetings.
11. The Committee shall approve its minutes which will be submitted to Council for information.
12. Meetings of the Committee will take place at least every 6 weeks.
13. The Committee exercises the functions of Council in respect of planning, licensing, highways and traffic matters, and has the following powers and responsibilities:
  - a. To consider planning applications in the Council's area and to make comments on such applications to the local planning authority, via the Public Access website or such other means as may be appropriate  
NOTE: Horsforth Town Council is a statutory consultee with the right to be consulted on planning applications in its area but has no power to grant or refuse planning permission. This power lies with Leeds City Council (LCC) as the local planning authority. Any comments made by Committee on planning applications are submitted to LCC for consideration by LCC in deciding whether to grant or refuse permission.

- b. Where Committee considers appropriate, to consider and comment on applications for works to protected trees, applications in relation to tree preservation orders, non-material amendments and permitted developments.
  - c. To make written representations in respect of appeals against the refusal of planning permission.
  - d. To report to Leeds City Council any alleged or potential breaches of planning regulations
  - e. To respond to, and participate in, any discussions or consultations with regards to Planning Policy documents, Local Plans, the Core Strategy, the Local Development Framework, and any other planning related matters from Leeds City Council or other agencies.
  - f. To respond to, and participate in, any discussions or consultations with regards to the development and/or expansion of Leeds Bradford Airport, referring matters to Council as it deems appropriate.
  - g. To monitor and review the Horsforth Neighbourhood Plan as appropriate.
  - h. To consider and comment on any licensing applications made under the Licensing Act within the Council's area
  - i. To respond to, and participate in, any discussions or consultations with regards to licensing policy and licensing matters within the Council's area, including gaming, referring any particular matters to Council as it deems appropriate
  - j. To respond to, and participate in, any discussions or consultations with regards to traffic management, road safety, transport and highways schemes in the Council's area, referring any particular matters to Council as it deems appropriate
  - k. To appoint an individual member or members to attend and to make representations on behalf of the Committee at any meetings, hearings or inquiries dealing with matters within the Committee's remit, including but not limited to Plans Panels and planning appeal hearings or inquiries
  - l. To appoint an individual member or member(s) as its representative on external bodies, to report back to the Committee.
  - m. To appoint or to co-opt external individuals to act as liaison between the Committee and other designated planning, licensing and traffic agencies, in specific instances.
  - n. To appoint, subject to any direction from the Council, other outside agencies to assist in its duties.
  - o. 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.
  - p. The Planning & Licensing Committee meetings to take place within the cycle of a maximum no more than 6 (six) weeks.
14. The Committee may liaise with and may engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, and voluntary bodies to assist in carrying out its duties.
15. The Committee delegates the following powers and duties to the Clerk and to the Assistant Clerk:
- a. To seek extensions of time to comment on planning applications
  - b. To decide whether to seek extensions of time to comment on tree preservation orders, non-material amendments and permitted developments
  - c. To refer a planning application to the Chairman or, in his absence, the Vice-Chairman of the Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of the application requires consideration before the next ordinary meeting of the Committee.
  - d. In consultation with the Chairman or, in his absence, the Vice-Chairman of the Committee, to comment to the local planning authority on planning applications in respect of which the deadline for comments (including any extension of time granted by the local planning authority) expires before the Committee can meet. Comments on the application made by members of the Committee will be taken into consideration by the Clerk or Assistant Clerk prior to making any comment to the local planning authority.
16. The Committee has control of the budget for the Committee as approved by Council.

17. In accordance with Financial Regulations, where expenditure would otherwise exceed the approved budget for a particular budget head, Committee may vire amounts from other budget heads under its control to cover the expenditure. Such virements must be reported to Council.
  18. The Committee shall implement its decisions if and only to the extent that it is authorised to do so by Council but otherwise shall make recommendations to Council.
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Adopted: 29<sup>th</sup> July 2021

Reviewed: 7<sup>th</sup> July 2022, 18<sup>th</sup> May 2023 and 30<sup>th</sup> May 2024

Next review date: May 2025