WETHERBY TOWN COUNCIL

PLANNING COMMITTEE
Terms of Reference

1. Introduction

1.1 The overall purpose of this Committee is to ensure that informed local knowledge is brought to bear on planning proposals and issues and to convey those views in a timely way to the appropriate authority.

1.2 The Planning Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Planning Committee's terms of reference shall be made to the Full Council.

1.3 The Planning Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The Planning Committee shall consist of six Town Councillors to be elected annually at the Annual Meeting of the Town Council.

2.2 Three members of the Committee shall constitute a quorum.

2.3 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.4 In the event of the resignation, death or disqualification of a Councillor during the year the vacancy on the Planning Committee will be filled at the next meeting of the Full Council.

2.5 Substitutions are not permitted in the event of a member's absence from a meeting of the Planning Committee.

3. Meetings

3.1 The Town Clerk will call Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale. This will usually be every 3 weeks, with a schedule to be drawn up annually in advance.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor, but will have no more rights at Committee meetings than members of the public.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 Site meetings may be held as necessary to gather information to help inform the Planning Committee's observations on a proposal. Site meetings must be attended by at least three members of the Planning Committee.

3.5 The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters, and objectors shall have the opportunity to speak at meetings in accordance with the Town Council's Standing Orders.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for approval at Full Council meetings.

4.2 All planning applications and observations shall be recorded in the minutes of the meetings.

4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

5.1 The Planning Committee shall have delegated powers to make observations on all planning applications or amendments to planning applications and submit those observations to the Planning Authority (Leeds City Council) and when necessary, hold meetings with residents, developers or planning Officers to assist with the formulation of those observations.

5.2 The Planning Committee shall also consider consultations or discussions on proposals for major development, or which could result in changes to the Local Development Plan, Local Development Framework, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act etc.

5.3 The Planning Committee shall have delegated powers to identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.

5.4 The Planning Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary. Whilst not imposing any restrictions, examples of planning applications that might best be referred to Full Council, in the first instance, will include housing developments in excess of 50 individual dwellings, large scale industrial developments, or any application considered to be of significant public interest. These applications may be referred back to the Planning Committee as needed by the Council.

5.5 Where the Planning Committee objects to or supports an application the Chair of the Committee is authorised to attend the relevant Leeds City Council Plans Panel meeting and to speak on behalf of the Town Council.

5.6 The Planning Committee shall have delegated powers, through the Town Clerk, to issue press statements regarding planning matters on behalf of the Full Council.

5.7 The Planning Committee shall have no power to incur expenditure on behalf of the Town Council.

6 Review

6.1 The Planning Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were reviewed by Dianne Rickaby, Clerk and RFO to the Town Council.

Signed: .....Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.....

Dated: 9.6.26

These Terms of Reference were adopted by the Town Council at its meeting held on 14th May 2024 and reviewed at Annual Town Council meeting on 12th May 2026

Signed: .....Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.....

Councillor Connor Mulhall, Mayor of Wetherby

Dated: 09.06.2026

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date:	**Signed by Chairman:**