

## **Terms of Reference for the Planning Committee**

### **1. Authority:**

The Planning Committee is appointed by, and is solely responsible to Brickhill Parish Council. The Committee's Terms of Reference are agreed by Brickhill Parish Council which may vote, at any time, to change the Terms of Reference.

### **2. Membership:**

The Planning Committee will consist of a minimum of four parish councillors and at its first meeting after the Annual Meeting of the Parish Council in May shall appoint a Chairman. The appointed Chairman shall hold office for the coming year. A quorum will be a minimum of three parish councillors. The Chairman of Brickhill Parish Council is an ex officio Committee member.

### **3. Responsibilities:**

Brickhill Parish Council is a statutory consultee of the Planning Authority (Bedford Borough Council). The Planning Committee is given the responsibility by Brickhill Parish Council:-

- To consider all applications pertaining to the parish of Brickhill and to make recommendations upon the suitability of those applications.
- To make representations to the Planning Authority (Bedford Borough Council) on any other planning matters which have an impact on the parish of Brickhill.
- Following consideration of the above by members at the Planning Committee meeting, the Clerk will forward the responses to the Planning Department within their agreed timescale for comments to be received.

### **4. Record of Proceedings:**

The Committee will meet monthly to consider and prepare responses to all planning matters. An agenda will be posted to all members of Brickhill Parish Council and also posted publically at least three clear days (excluding public holidays and weekends) before the meeting. Written minutes will be taken to record the Committee's decisions and a draft will initially be sent to the Chairman of the Planning Committee and then will be circulated to all parish councillors of Brickhill Parish Council and adopted at the next Planning Committee meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes which will be posted on the Parish Council website.

### **5. Terms of Reference:**

To be reviewed by Brickhill Parish Council annually in May.