



Drighlington Parish Council

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Planning Committee – Terms of Reference

1. Purpose:

The Planning Committee is constituted to consider and respond, on behalf of Drighlington Parish Council, to planning applications (from 5 dwellings and upwards), planning appeals, and any planning matters formally referred to the Council by the relevant Planning Authorities.

2. Membership:

- The Committee shall comprise six (6) members, who shall be elected annually at the Annual Meeting of the Parish Council.
- A quorum shall consist of three (3) members.
- The Chairperson of the Planning Committee shall be elected annually by the Committee members at its first meeting following the Annual Parish Council Meeting.

3. Delegated Authority:

The Planning Committee has been delegated authority by Drighlington Parish Council to:

- Submit representations to Leeds City Council Planning Authority on applications for planning permission;
- Submit representations in respect of planning appeals;
- Submit representations on any planning matter the Committee wishes to consider
- Consider and respond to any other planning-related matters as referred by the Full Council.
- Submit responses to Local Plans and other required consultations.
- Invite developer(s) and/or individuals with specialist knowledge to support the Committee when considering planning matters.

4. Scope of Work:

- Committee members may wish to consult with residents, community groups, and other relevant stakeholders to inform their deliberations.
- Committee members may wish to represent the Parish Council at community group meetings, meetings at Leeds City Council, planning and other relevant planning meetings.
- Committee members may gather views for and against planning applications to ensure a balanced consideration.
- Site visits may be arranged by the Chairperson where appropriate. All members of the Committee shall be notified, but attendance at such visits is not mandatory.
- The Committee will make representations on the following:
- Full Planning applications from five dwellings to major developments
- Retrospective full planning applications from five dwellings to major developments
- Applications for variations to approved planning permissions from 5 dwellings and upwards
- Applications concerning Reserved Matters from 5 dwellings and upwards
- Outline planning applications and related matters from 5 dwellings and upwards
- The Committee will approve Planning Policies that are relevant to Drighlington Parish Council
- All Committee members are required to view all relevant documents on the Leeds City Council Planning Portal before coming to a Planning Meeting

5. Meetings:

- The Planning Committee is a formal committee of the Council and, as such, its meetings shall be convened in accordance with statutory requirements, including the provision of public notice and the issuing of agendas.
- Meetings shall be called by the Parish Clerk as per the scope of work or as Extraordinary Meetings at the request of the Chairperson.
- The Committee shall meet when applications have been received as per the scope of work or on other planning matters, such as but not exclusive to submitting responses. Planning extensions may be requested from Leeds City Council by the Parish Clerk.
- All planning applications received by the Parish Clerk from Leeds City Council shall be circulated to members of the Planning Committee at the earliest opportunity.
- No supporting papers are provided as information concerning planning applications is available on the Leeds City Council website, and also, planning applications will be circulated to the committee members once received from Leeds City Council.
- The Committee can invite developer(s) to any planning meeting to present potential planning applications or actual planning applications (as listed on Leeds City Council's Planning Portal), specifically to Drighlington parish.
- The Committee can invite a developer(s) to any planning meeting to present potential planning applications or actual planning applications (as listed on Leeds City Council's Planning portal) that are not within the boundary of Drighlington Parish but may/will affect Drighlington Parish.

6. Decision-Making and Reporting:

- The Committee shall determine whether to support, object to, comment on, or not comment on each planning application or appeal.
- The Committee shall approve its minutes, which shall be presented to the next meeting of the Full Council for noting only.
- A verbal or written summary report of the Committee's activities shall be provided to the Full Council meeting by the Committee Chairperson or other designated member.

7. Communication of Responses

- All official responses on behalf of the Planning Committee shall be submitted by the Parish Clerk to Leeds City Council Planning Authority.

Approved at the Planning Committee meeting on 8 September 2025

Ratified By the Parish Council on 15 September 2025