



Brightwell Cum Sotwell Parish Council

Planning Committee Terms of Reference Policy

Version	Release Date	Distribution	Notes	Reviewed Date	Date Adopted
BCSPC14 Planning Committee Terms of Reference	July 2022			21/7/2026	21/7/26

Document Sign Off & Adoption

This document was distributed to Councillors prior to the 21/4/26 Parish Council Meeting. The Policy was discussed at the meeting. No revisions were required and the Policy was formally adopted (Ref: 21/7/26 Point 9D of the minutes of that meeting).

Adoption Witnessed by the Clerk to Brightwell Cum Sotwell Parish Council

Name: Nettie Gray (C Hollebone Reviewed)

Signature: _____ *Nettie Gray* _____

Date: _____ 21/7/2026 _____

Terms of Reference

1. The Planning Committee is constituted to represent Brightwell Cum Sotwell Parish Council in planning matters referred to Brightwell Cum Sotwell Parish Council by the Local and other Planning Authorities.
2. The Planning Committee holds delegated authority from Brightwell Cum Sotwell Parish Council as defined (under 4a of the Council's Standing Orders).



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3. The Planning Committee is not the Local Planning Authority and as such does not have the power to refuse or allow planning applications. The Planning Committee on behalf of Brightwell Cum Sotwell Parish Council is a statutory consultee in the planning process.
4. Membership numbers are not limited but are subject to a minimum of three serving Parish Councillors. All serving Councillors may request to be appointed to the Committee.
5. The Committee will be quorate in accordance with the Council's Standing Order (items 3q) and meetings will normally be held in line with published planning applications received.
6. The Clerk acts as secretary to the Committee and is responsible for the maintenance of any documents and records necessary for the effective fulfilment of the Committee's duties as listed above.
7. The Committee may, in exceptional circumstances and if necessary for timing reasons, agree its response to planning applications by email, subject to the normal quorum and public notification.
8. Details of planning applications shall be circulated with the agenda by e-mail to all Committee members in accordance with the Council's Standing Order of three days clear notice.
9. If it is considered that an application or other planning matter is of great importance to the Parish, the Committee may refer it to the next Full Council Meeting of Brightwell Cum Sotwell Council Parish Council in order that the Parish Council's response can be debated and agreed by Councillors.
11. The Planning Committee allows members of the public to address the Planning Committee meeting about planning applications and other items on the agenda. Members of the public may speak for 15 minutes in accordance with the Council's Standing Order (item 3f) and only before the Planning Committee has begun its own deliberations. If required, the committee members may seek clarification of the proposals from the public within the debate. In accordance with the Council's Standing Order (item 3e) members of the public may be excluded from the meeting if confidential business is to be transacted.
12. The Planning Committee has an obligation to consider all comments made about planning applications from all third parties whether they are provided prior to or during the meeting.
13. The Clerk will submit the Planning Committee's recommendations to the Planning Authority or other relevant body and will ensure that communications arrive within the timescale required by the Planning Authority.
14. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member or members of the Committee to attend the hearing or inquiry to present the Council's views to the Planning Inspector.



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15. The Planning Committee may nominate a representative from the Committee (or the Clerk if appropriate) to attend the Planning Authority's Development Control and other meetings to represent the Parish Council's views in respect of planning applications and other planning matters.
16. The Planning Committee has a policy not to offer pre-application comment except in cases determined by the Committee.
17. The Chair and membership of the Planning Committee are reviewed and voted on annually at the Annual Meeting of Brightwell Cum Sotwell Parish Council.
18. At the first meeting of the Planning Committee following the Annual Meeting of Brightwell Cum Sotwell Parish Council the Planning Committee will elect the Vice Chair before any other business is conducted.
19. These Terms of Reference for the Planning Committee shall be reviewed annually at the Annual Meeting of the Parish Council