



PLANNING COMMITTEE

TERMS OF REFERENCE 2025 - 2026

Membership of Committee

- Ten Town Councillors appointed by the Town Council at the May meeting.
- Five Members shall constitute a quorum for meetings.
- The Mayor and Vice Mayor are ex-officio on all committees.
- All non-Committee Members may attend Committee meetings and speak at the Chairman's discretion but not vote.

Frequency of Meetings

- Meetings to be called when a planning application is deemed to have met the criteria outlined in the [Planning Application Policy](#).
- All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies (Admissions to Meetings) Act 1960).

Decision/Delegated Powers

The Planning Committee has delegated authority (Local Government Act 1972 S101) to:

- Consider any planning application which meets the criteria of the [Planning Policy](#) and to make comment and pass resolutions in accordance with national and local planning policy.
- Respond to Central Bedfordshire Council on all planning applications within the set timescales.
- Appoint members to attend Central Bedfordshire Council's Development Management Committee meetings to make representations on behalf of the Council where necessary.
- Request a Central Bedfordshire Council Ward Member to call in applications to be referred to the Central Bedfordshire Council's Development Management Committee for consideration.
- Monitor Central Bedfordshire Council policies and Plans that could affect the town.
- Respond to consultations on local or national planning policy.
- Consider all matters of relevance to planning issues within Stotfold or its immediate environs that are or could be the subject of planning applications, and which have a relevance to the town of Stotfold and its inhabitants and to make recommendations thereon.
- In all considerations and actions, follow the Town Council's adopted Corporate Strategic Plan.
- This Committee may make recommendations to the Town Council on relevant matters for which it has no delegated authority and may be given delegated powers by full Council to act on relevant matters.

Adopted at the Town Council Meeting of 7 May 2025