

BROMHAM PARISH COUNCIL

PORTFOLIO HOLDER: PLANNING

Terms of Reference

1. Authority

- 1.1 The Portfolio Holder for Planning (the “Planning Portfolio Holder”) is appointed by the Parish Council (the “Council”) in accordance with Standing Orders.
- 1.2 The Planning Portfolio Holder Terms of Reference may be amended at any time by the Council.
- 1.3 The Planning Portfolio Holder is authorised by the Council to manage any activity within its Terms of Reference.
- 1.4 The Planning Portfolio Holder is responsible for advising the Council and Planning Committee on planning applications, planning related matters, including neighbourhood planning, and must be professional, accountable, transparent and risk-aware in conducting business.
- 1.5 The Planning Portfolio Holder is authorised by the Council, in accordance with Standing Orders and Financial Regulations, to place orders relating to the Portfolio providing the total value of the order does not exceed ten per cent (10%) of the Council’s total annual precept.

2. General Portfolio Holder Responsibilities

- 2.1 All Portfolio Holders have the general responsibility of ensuring the effective management and delivery of services and functions within their area of responsibility and within the following framework:
 - the Council’s overall strategic, corporate and policy objectives and all strategies, plans, policies and procedures approved by the Council.
 - the approved revenue and capital budgets.
 - the law and the Council’s Standing Orders and Financial Regulations
 - the decisions made at full meetings of Council.
- 2.2 All Portfolio Holders share the responsibility for ensuring:
 - the development, co-ordination, promotion and implementation of the Council’s strategies, plans, policies and procedures and for the setting of the Council’s objectives.

- the oversight, development, monitoring and promotion of all services and functions provided by the Council.
- that suitable and proper arrangements are made for the procurement, development, monitoring and promotion of all services and functions, which are provided under contract to the Council.
- the promotion of the interests of the Parish, and of all the residents, businesses, other organisations and stakeholders within Bromham.
- that a community leadership role is taken by the Council across the public, voluntary and business sectors involving the development of good and effective working links with all sectors.
- the promotion and implementation of an effective equal opportunity policy in relation both to the employment of staff by the Council and the delivery of services by the Council and other agencies.
- the promotion of services and functions which are effectively delivered, sustainable, improve community safety, make for more open government, provide opportunities for resident participation in delivering outcomes and include new methods of community engagement.
- proper arrangements for consultation and participation with residents and service users in decision making and the development of strategies, plans, policies and procedures.

3. Specific Portfolio Holder Responsibilities

- 3.1 The Planning Portfolio Holder will work with the Clerk to ensure that any decisions of the Council relevant to the portfolio are acted upon and/or reported back to the Council and Planning Committee for consideration.
- 3.2 The Planning Portfolio Holder does not hold any delegated decision-making powers, but working under the authority delegated to the Planning Committee, acts as a conduit for information and to by careful evaluation and research of planning matters aids the decision-making process.
- 3.3 To advice Council, and specifically the Planning Committee, on planning applications received, consultations in relation to the planning function and neighbourhood planning matters. To gain background knowledge on the subject to assist the Council in representing the interests of the Parish area.
- 3.4 To receive and read any reports relating to the Portfolio on behalf of the Council and report matters of relevance to the next Council meeting.
- 3.5 Site visits will be arranged at the discretion of the Planning Portfolio Holder where these are deemed necessary. Site visits must be conducted accompanied by the Clerk, or other member of staff. The date and time of any arranged site visit is to be circulated by email to all Parish Councillors who may also attend if they wish.

- 3.6 To represent the Council, with prior Council approval, at any relevant outside meetings.
- 3.7 To communicate, as necessary with (to include but not limited to) Bedford Borough Council Planning Department; the Applicant; the Applicant's Agent; Consultee Agencies or members of the public as necessary, ensuring that the Clerk is copied into all e-mails and other relevant communications.
- 3.8 To represent the Council on the Bromham Neighbourhood Plan Steering Group that has been established as a Sub-Committee under the Authority of the Council and to perform in line with its approved terms of reference.
- 3.9 The Planning Portfolio Holder may incur expenditure within authorised limits as defined in the Standing Orders and Financial Regulations and, in doing so, shall manage and control spending from its assigned budget during the year and ensure best value at all times. The Council aims to give excellent value for money as it raises and spends money for the benefit of the local community.
- 3.10 The Planning Portfolio Holder, on behalf of the Council must be confident that whenever it spends money:
- It has legal power (it is not acting beyond its powers).
 - It follows sound and established procedures.
 - It does not take unnecessary risks.
 - Transactions are transparent.
 - Councillors conform to standards in public decision-making.

4. Reporting Procedures

- 4.1 The Planning Portfolio Holder shall be responsible for reporting regularly to Planning Committee and Council meetings as necessary in order to update the Council and Planning Committee on the activities of the Portfolio and its current and planned work programme.
- 4.2 The Planning Portfolio Holder shall be responsible for submitting reports to Council when formal decisions are required and in formulating proposals and recommendations to Council shall carefully consider any legal, policy, risk and resource implications of the actions(s) proposed.
- 4.3 Clear and concise reports are required at all times to avoid ambiguity and to ensure that the intention of the proposed action(s) or recommendation(s) are conveyed to the Councillors for them to vote on.

Adopted by:	Parish Council
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