



LOCAL COUNCIL
AWARD SCHEME
GOLD

2026

WOOTTON PARISH COUNCIL Terms of Reference Planning Committee



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Version History

Version	Reviewed at	Approved at
Version 1.00	Annual Meeting of Wootton Parish Council on 20 th May 2015	Annual Meeting of Wootton Parish Council on 20 th May 2015
Version 1.00	Annual Meeting of Wootton Parish Council on 11 th May 2016	Annual Meeting of Wootton Parish Council on 11 th May 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 2.00	Full Council Meeting of Wootton Parish Council on 10 th October 2018	Full Council Meeting of Wootton Parish Council on 10 th October 2018
Version 2.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 2.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 2.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 2.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 3.00	Full Council Meeting of Wootton Parish Council on 13 th September 2023	Full Council Meeting of Wootton Parish Council on 13 th September 2023
Version 3.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 3.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 3.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

1. Membership of the Planning Committee

Membership of the Committee will be as decided at the Annual Council Meeting each year and will always include the Chairman and Vice-Chairman of the Parish Council.

The Committee shall be subject to a quorum of three.

Members of the public are not permitted to join this Committee.

2. Chairman

The Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Council Meeting.

The Vice-Chairman of the Committee will be elected by the Committee at its first meeting after the Annual Council Meeting.

3. Conduct of Meetings

All meetings of the Planning Committee will be convened in accordance with the Parish Council's standing orders.

Meetings will be minuted by the Clerk to the Parish Council, another member of staff or a member of the Committee.

Members of the public are permitted to attend meetings.

4. Powers of the Planning Committee

The Planning Committee is an executive Committee and shall be empowered to:

Act on behalf of the Parish Council in respect of any planning issues and, in particular, to:

- support or object to planning applications on the Parish Council's behalf as appropriate.
- submit comments and recommendations regarding planning applications to Bedford Borough Council on the Parish Council's behalf.

To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning.

5. Responsibilities and Areas of Operation of the Planning Committee

To consider planning applications in respect of properties and developments in Wootton and to:

- decide whether to support or object on the Parish Council's behalf.
- submit comments and recommendations on the Parish Council's behalf to Bedford Borough Council as required;

To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.

Recommendations of support or objection should take account of the following:

- Broadband provision.
- Electric Vehicle Charging Points.
- Mobile phone network/coverage.
- Provision of sufficient parking spaces.
- Provision/adequacy of infrastructure including schools, doctors, dentist and veterinary practices.
- Solar panels.
- Utilities provision, including water, sewage, gas and electricity.

To ensure that any objections or recommendations are based solely on planning criteria, to include the following material considerations:

- Design, appearance and materials.
- Disabled persons' access.
- Effect on listed building and conservation area.
- Government policy.
- Highway safety.
- Layout and density of building.
- Loss of light or overshadowing.
- Nature conservation.
- Noise.
- Overlooking/loss of privacy.
- Parking.
- Previous planning decisions (including appeal decisions).
- Proposals in the Development Plan.
- Traffic.

Please note that material considerations are not necessarily limited to the above and may vary from Local Planning Authority to Local Planning Authority¹. Please use the link below for fuller information:

[What are material considerations? - Planning Portal](#)

To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the village, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate;

To take note of decision notices in respect of planning applications received from Bedford Borough Council;

To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process and any briefings received and to participate in any relevant training;

- To consider and comment on any highways matters not covered by the Roads & Pavements Safety Steering Group.

¹ Bedford Borough Council is the Local Planning Authority for Wootton.

To seek to address and assist in the delivery the following Wootton Neighbourhood Development Plan objectives:

- *“To protect the place defining characteristics of Wootton’s special local environment and enriched countryside, including the existing local green spaces, and to ensure that new development creates new space and contributes to the open space needs of the local community, including the preservation of the natural features in the distinctive landscape”.*
- *“To protect and improve local facilities, amenities and services with provide a community focus and help sustain the vitality, health and quality of life of all residents”.*
- *“To promote infrastructure and access improvements (such as improved traffic management, car parking, pedestrian and cycle routes) needed to support new development and to encourage safe and accessible movement for pedestrians, cyclists, motorists and public transport”.*

To consider the impact on Wootton in relation to development from neighbouring parishes, including but not limited to Kempston Rural, Stewartby and Marston Moreteyne and where necessary, to consider s106 funding recommendations.