

Kelvedon Parish Council

Planning Committee Scheme of Delegation

Delegated Powers

The Parish Council has delegated powers to the Planning Committee to consider and respond to all planning applications and planning related matters, via the methods set out in this Scheme of Delegation.

Planning Committee Meetings

The Planning Committee meets once a month to determine the Parish Council's response to planning applications. All applications are to be directed to the Committee, unless the application deadline will expire prior to the date of the next Planning Committee meeting. In this case, the Clerk will determine whether the application will be considered by:

- A further Planning Committee meeting;
- The next Full Council meeting;
- By email agreement.

Planning Applications – Method of Consideration

The Clerk will consider the following criteria when deciding which of the above routes the planning application will be considered by:

Included, but not limited to:

- The location, in terms of the Village Development Boundary, Conservation Area, listed buildings, TPOs or other sensitive locations;
- The category of application, e.g. listed building consent, Conservation Area or TPO consent;
- In the case of new builds - the number of dwellings, or size of employment plot;
- In the case of extensions and alterations - the size or nature of the proposal;
- The nature of objections or comments received either directly and/or by the Planning Authority, from all consultees and members of the public;
- Whether the application is 'called in' by any Committee Member to be discussed at a Committee or Full Council meeting.

TPO Applications

These applications are passed to the Tree Warden, who will visit the site and put forward their recommendation to the Planning Committee/Parish Council meeting as to the required response.

Planning/Planning Related Consultations

These will be taken to the next available Planning Committee unless the deadline expires before the next Committee date. In this case, the consultation will be taken to the next Full Council meeting, or agreed by email, depending on the nature and topic of the consultation, unless 'called in' by a Committee Member.

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Determination of Representations

Committee Meetings and Full Parish Council Meetings:

Decisions on the representation to be submitted to the Planning Authority will be considered and agreed as per the Parish Council's Standing Orders.

By email:

Decisions will be determined by the majority view from those replies received by the deadline given by the Clerk. When considering applications by email, Councillors and staff are to use 'reply all' to ensure that Councillors see all comments, and the final response will be circulated to all Committee Members prior to submission to the Planning Authority.

Publication of Decisions and Representations

The minutes of each Planning Committee, and Full Council meetings are published on the Parish Council's websites, which will show the agreed responses for each application received.

Reviewed: Annually