

# Kelvedon Parish Council

## Planning Committee Terms of Reference

### Membership

Membership will be of at least five Councillors. The Chair and Vice-Chair are able to attend as ex-officio, unless already members.

### Delegated Powers

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

### Quorum

The quorum will be two thirds of the number of members of the Committee.

### Meetings

The Committee will meet as required, as determined by the Planning Committee Scheme of Delegation.

The Clerk will minute all meetings of the Planning Committee and the minutes will be submitted to the next Committee meeting for agreement.

The Clerk is responsible for submitting the responses to the Planning Authority

### Powers and Responsibilities

- To consider all planning applications and planning related matters notified to the Parish Council by the Planning Authority, Braintree District Council (BDC) and make representations on behalf of the parish.
- To view the application and documents on the BDC website, and to take into consideration all comments and representations from consultees and members of the public.
- To ensure that all relevant parties are given an adequate hearing if they request this, in accordance with the Council's Standing Orders.
- To ensure that all representations are based on local and national planning policy, and in accordance with the emerging Neighbourhood Plan.
- To consider environmental aspects when considering planning applications.
- To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.
- To ensure that when responding by email, Councillors and staff use 'reply to all' so comments can be seen by everyone, and the final response will be sent round to Councillors prior to submission to BDC.
- To respond to all consultations regarding planning issues or authorise a Committee Member to attend BDC Planning Committee and Local Plan Committee meetings, public exhibitions, public examinations and appeal hearings.
- When an application is subject to appeal the Committee is authorised to make written representation or to elect a member to attend the hearing.