



KEMBLE & EWEN PARISH COUNCIL

Planning Committee Terms of Reference

The Planning Terms of Reference were adopted by the Full Council at its Parish Council Meeting held on 9 August 2019.

1. Objective

Kemble & Ewen Parish Council is currently an advisory body to the Local Planning Authority (Cotswold District Council) for all planning applications that relate to the Parish area. The Planning Committee is constituted to consider and to respond on behalf of the Council in respect of such applications where the timing is such that they cannot be considered at a full council meeting.

2. Membership

Membership shall consist of a maximum of six Council members elected annually. A quorum shall consist of three members.

3. Areas of Responsibility

The Planning Committee has the delegated authority from Kemble & Ewen Parish Council to:

- a) make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- b) make representations in respect of appeals against the refusal of planning permission;
- c) identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- d) monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- e) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee;

4. Planning Applications

Planning applications shall be circulated to Planning Committee members within five days of the Parish Council Planning Meeting by the Parish Clerk. The applications may be viewed on the Planning Portal at Cotswold District Council.

5. Meetings

The Parish Clerk or the Chairman of the Planning Committee may call Planning Committee meetings as and when necessary to ensure that all Planning Applications received can be discussed and replied to within the timescale. The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting. Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated to all Councillors and made available on the Parish Council website. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council.

6. Responses

The Parish Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary. All correspondence should be conducted through the Parish Clerk.

7. Review

These terms of reference are to be reviewed annually.