



Adopted by Full Council on: 9<sup>th</sup> January 2024

Review Date: January 2026

Author: Town Clerk

Version: One

## **TERMS OF REFERENCE**

### **PLANNING COMMITTEE**

#### **1.0 Purpose**

1.1 The purpose of the Planning Committee is to consider planning applications as a statutory consultee to South Gloucestershire Council on all planning applications that relate to the parish area.

1.2 The Planning Committee of Kingswood Town Council is constituted to consider and to respond on behalf of the Council in respect of such applications. Where there are planning applications that are deemed to have a significant impact in Kingswood, the Town Clerk, in consultation with the Chair of the Planning Committee and the Chair of the Council, will agree that the matter be referred to full council instead of the Planning Committee.

#### **2.0 Membership**

2.1 The Committee shall comprise of six members. In addition, either the Chair or Vice Chair of the Council will attend the meetings in an ex-officio capacity. The committee quorum is three. The Planning Committee will be elected annually at the Annual Council Meeting. The Planning Committee will elect a Chair and Vice Chair at its first meeting after the Annual Council Meeting.

#### **3.0 Meetings**

3.1 The meetings of the Planning Committee will meet monthly to ensure that planning applications can be responded to within their three-week response time. The calendar of Planning Committee meetings shall be confirmed at the first meeting after the Annual Meeting of the Council. When a full council meeting coincides with a date for a planning committee, then planning applications will be referred to the full council meeting instead.

3.2 The Town Clerk or the Chairman of the Planning Committee may call additional Planning Committee meetings as and when necessary to ensure that all Planning Applications received by Kingswood Town Council can be discussed and replied to within the required timescale.

3.3 Public notice of meetings will be given at least three clear days before the Planning Committee meeting. Planning Committee meeting will include a public participation session to enable applicants and members of the public to comment on planning applications included on the agenda.

3.4 The agendas for the Planning Committee, which will include hyperlinks to all relevant planning applications on the South Gloucestershire Planning portal website, will be circulated to all Planning Committee members and all other members of Kingswood Town Council for information, at least 3 clear days of the meeting.

3.5 Minutes of all Planning Committee meetings will be recorded by the Town Clerk and circulated at the Full Council meetings. All planning applications, the responses and eventual results shall be noted in the minutes of Full Council but will not be open for further discussion / decision.

3.6 The Parish Clerk will communicate to South Gloucestershire Council the Committee's recommendation in respect of applications considered.

#### **4.0 Functions and Delegated Authority**

4.1 The Planning Committee has the delegated authority from Kingswood Town Council to make representations to South Gloucestershire Council on applications for planning permission to:

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

4.2 The Planning Committee may have other delegated powers as agreed by the Town Council from time to time.

4.3 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.

#### **5.0 Standing Orders of the Council**

5.1 Standing Orders of the Council shall also apply to the Planning Committee insofar as they are appropriate.