

PLANNING COMMITTEE:

TERMS OF REFERENCE

MEMBERSHIP

The Membership of the Planning Committee shall consist of 5 members of Twynning Parish Council and in addition non-Councillors may be included. The Quorum shall be 3 members. A Chair or Co-Chair may be appointed to preside over Planning Committee meetings.

MEETINGS

Meetings shall be called by the Chair or Co-Chair of the Committee and the Clerk and will normally be held in person at 7pm monthly prior to the ordinary council meeting or otherwise as deemed necessary. Minutes of all meetings will be recorded by the Clerk, or any person nominated at the meeting. The Clerk or Proper Officer to determine the agenda in a priority manner so that the proposed agenda items can be properly considered within the allotted time.

RESPONSIBILITIES

Twynning Parish Council is advised, as a statutory consultee, of all planning applications in TPC's area which are submitted for approval to Tewkesbury Borough Council and as such have a right to make representations on planning applications. The primary purpose of the Planning Committee is to consider and comment on planning applications so that any concerns or objections are passed to Tewkesbury Borough Council and considered by their Planning Officers and Planning Committee when decisions are taken.

Twynning Parish Council does not have the power to approve or reject planning applications.

The aims of Twynning Parish Council Planning Committee are:

- to represent the views of residents within the limits of planning law
- to ensure that time is allocated to comment on priority applications which are likely to have an impact on the community
- to ensure that planning applications are aligned with the Neighbourhood Plan (if adopted).

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given by Twynning Parish Council.

REVIEW OF TERMS OF REFERENCE

These terms of reference are to be reviewed annually.

Date of last review: March 2026

Next Review Date: March 2027