

Remit

1. The Sub-Committee's remit encompasses examination of:
 - planning applications submitted to the London Borough of Richmond in Kew Village (comprising Kew Ward and parts of North Richmond Ward) and any related appeals in Kew Village;
 - planning applications submitted in adjacent Boroughs or Wards and any related appeals which have a significant impact on Kew Village, either visually or in terms of traffic, parking, and pollution;
 - developments at a pre-planning stage likely to impact Kew Village;
 - national or local planning policies which impact the Kew Village.
2. It submits comments on behalf of the Kew Society on planning applications and subsequent related appeals, speaking at Council Planning Committee meetings and Planning Inspectorate Appeal Hearings as necessary. It comments on national and local planning policies with the agreement of the Chair of the Kew Society.
3. It responds to queries raised on planning related issues, referring people to other sources of information where queries do not fall within the remit of the Planning Sub-Committee and another source of help is appropriate, for example to the London Borough of Richmond for planning enforcement action. If raised by a non-member, they are encouraged to join the Society.
4. It is guided in its consideration of planning applications, appeals and policies by the Kew Society's Policy on Planning which is published on the Kew Society web site. The Sub-Committee updates the Policy on Planning as necessary, submitting amendments to the Executive Committee for approval before publication.
5. It co-operates with other community groups and organisations on shared actions where the Sub-Committee identifies a common interest on a planning application, planning appeal or policy which it considers can be pursued more effectively collectively.
6. Any expenditure the Sub-Committee wishes to undertake in furtherance of its remit will be proposed to the Executive Committee for approval prior to any commitment being made. This will usually be at the next available Executive Committee meeting or, exceptionally, via email to all members of the Executive if approval is needed more urgently.
7. It provides a written update to the Executive Committee of its activities at meetings of the Committee and by email if necessary in the period between Executive Committee meetings, identifying issues which may need discussion and/or decision by the Executive.

8. It provides information to the membership of the Kew Society on its activities through updates on the Kew Society website and in the Kew Society Newsletter.

Composition

9. The Sub-Committee comprises:
 - At least one but preferably at two or more Executive Committee members who are Trustees of the Society (Kew Society Planning Trustees) and
 - such other individuals, who need not be members of the Kew Society or residents of Kew, as may be invited from time to time to assist because of their expertise. Such individuals, if they are members of the Kew Society and residents of Kew, may be co-opted to the Executive Committee and the Sub-Committee until the next AGM when they are eligible to stand for election as Trustees.
10. The Sub-Committee appoints one of the Kew Society Planning Trustees as its chair.

Time Commitment

11. The time commitment varies according to the planning matters being considered. The following gives approximate time commitments:
 - reviewing the weekly list of planning applications on Richmond Council's web site and checking for any Hounslow Council applications to see if any need a Kew Society response, for or against or for a general observation - approximately 10 minutes a week;
 - reviewing Richmond Council's emailed weekly digest to see if any local policy consultations require a Kew Society response – approximately 10 minutes a week;
 - drafting responses to planning applications or policies for agreement by the sub-committee and posting comments on the relevant Council website as set out in the planning sub-committee protocol available in "Committee Documents" on the Kew Society website. Commenting on draft responses prepared by other members of the sub-committee. The time involved is variable depending on applications submitted, their complexity and how many Committee Planning sub-committee members there are to share the work. On average perhaps 2 hours a month;
 - drafting contributions on planning for the quarterly Kew Society Newsletters and other publicity material as needed;
 - reviewing email updates from Civic Voice and the London Forum to see if any national or London wide planning policy consultations require a Kew Society response - approximately 5 minutes a week and as notified by the Kew Society Chair;
 - responding to email queries from members of the Kew Society sent to planning@kewsociety.org if asked to do so by the Sub-Committee chair – approx. 10 minutes per month average;

- communicating by email and meeting other members of the Sub-Committee as necessary to agree actions. On average approximately 1 hour a month;
- attending meetings on particular applications from time to time, depending on the current activity, for example with other interested community groups. On average this may amount to 1 hour a month;
- attending Planning Committee meetings or Appeal Hearings amounting to an average 6 hours in a year ;
- if a Trustee or, on occasion as a co-opted member of the Sub-Committee, attending meetings of the Kew Society Executive Committee, currently held once a month except in August and lasting up to 2 hours, and attending the AGM and any EGMs;
- attending functions and meetings to which the Kew Society is invited and events organised by the Kew Society from time to time.