

Alcester Town Council Planning Committee- Terms of Reference

Name	Planning Committee		
Chair & Vice Chair	Lead Councillor for Planning. Vice Chair to be elected annually	Facilitator	Deputy Town Clerk
Membership	Elected annually by Full Council membership		
Frequency	To meet statutory planning response regulations of 21 days by meeting (including via Zoom) or by email meeting as appropriate	Duration	Approx. 1 hour
Quorum	<ul style="list-style-type: none"> o Three councillors 		
Purpose	<ul style="list-style-type: none"> o To provide a group which will assess current planning applications that affect the parish, formulating responses on behalf of Alcester Town Council o To report to Full Town Council on all related matters 		
Objectives	<ul style="list-style-type: none"> o To assess planning applications from Alcester residents, businesses and groups, resolve on behalf of the council and comment to the appropriate Planning Authority referring to the Alcester Neighbourhood Development Plan o To assess planning issues from other agencies and parishes that may have an impact on Alcester o To have an overview of the monitoring of the Alcester Neighbourhood Development Plan and housing needs objectives o To assess Market applications and respond with a decision o To address Alcester Town Council projects which may require planning applications 		
Agenda	<ul style="list-style-type: none"> o Apologies o Declarations of Interest o Minutes of last meeting o Planning Applications o Interim decisions made by ATC by email meeting o Planning Notice of Decisions o Market Applications o Propositions to Full Council o Correspondence o Urgent Business at the discretion of the Chair o Date of next meeting 		
Related meetings	<ul style="list-style-type: none"> o Full Council o Attendance at Stratford on Avon District Planning Committee meetings where required o Alcester Neighbourhood Development Plan monitoring 		
Inputs	<ul style="list-style-type: none"> o Public participation o Minutes of last meeting o Planning applications o Planning advice documents o CIL receipts o Online information 		
Outputs	<ul style="list-style-type: none"> o Minutes of the last meeting (which will be circulated for approval via email as soon as possible after the meeting) o Comment and respond to local Planning Application Consultations o Respond to and process Market Applications including requests for payment o Alcester Neighbourhood Plan monitoring and review o Respond to planning related consultations o Planning advice for Town Council projects o Items for consideration at Full Town Council meetings 		
Updated by	SD	Version	9
Date for review	May 2025	Confirmed by <i>(Chair signature)</i>	