

Alcester Town Council Strategic Planning Committee

Terms of Reference

Name	Planning Committee		
Chairperson	To be elected annually	Facilitator	Deputy Clerk
Membership	Elected annually by full council membership		
Frequency	To meet statutory planning response regulations of 21 days	Duration	Approx. 1 hour
Purpose	<ul style="list-style-type: none"> ○ To provide a group which will assess current planning applications that affect the parish, formulating responses on behalf of Alcester Town Council ○ To strategically assess the planning needs of the parish and where necessary organise relevant working groups to source solutions ○ To report to Full Town Council on all related matters 		
Objectives	<ul style="list-style-type: none"> ○ To assess planning applications from Alcester residents, Businesses and Groups, resolve on behalf of the council and comment to the appropriate Planning Authority. ○ To address Alcester Town Council projects which may require planning applications. ○ To assess planning issues from other agencies that may have impact on Alcester. ○ To instigate and progress the Alcester Neighbourhood Development Plan and housing needs objectives and action plans. ○ To assess Market applications and respond with a decision ○ To provide and manage resources within the purview of the committee ○ To prepare annual budget as appropriate and in line with Town Council's annual expenditure 		
Agenda	<ul style="list-style-type: none"> ○ Apologies ○ Minutes of last meeting ○ Strategic Matters (once a month) ○ Planning Applications ○ Planning Notice of Decisions ○ Market Applications ○ Correspondence ○ Propositions to Full Council ○ Date of next meeting 		
Related Meetings	<ul style="list-style-type: none"> ○ Full Alcester Town Council Meeting ○ Council and Public Forums ○ Other Town Council Committees 		
Inputs	<ul style="list-style-type: none"> ○ Public participation ○ Minutes of last meeting ○ Planning Applications ○ Planning Advice Documents ○ Online Information 		
Outputs	<ul style="list-style-type: none"> ○ Adopted Project Management ○ Minutes of the last meeting (which will be circulated for approval via email as soon as possible after the meeting before submission to the SDC online site) ○ Comment on local Planning Applications ○ Respond to Market Applications ○ Planning Advice for Council Projects ○ Neighbourhood Plan Documentation ○ Items for consideration at Full Town Council meeting ○ Periodic review of projects 		
Updated By	KW	Version	1
Date Reviewed and Agreed	07 / 07 /2015	Confirmed By <i>(Chairman signature)</i>	Clr M Cargill (Chairman)