


Alcester Town Council Planning Committee- Terms of Reference

Name	Planning Committee		
Chairperson & Deputy	To be elected annually	Facilitator	Assistant Town Clerk
Membership	Elected annually by full council membership		
Frequency	To meet statutory planning response regulations of 21 days by meeting 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. o To assess planning issues from other agencies that may have impact on Alcester. o To assist with the progress and 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 Minutes of last meeting o Planning Applications o Planning Notice of Decisions o Market Applications o Alcester Neighbourhood Development Plan Update o Correspondence o Propositions to Full Council o Urgent Business at the discretion of the Chair o Date of next meeting 		
Related meetings	<ul style="list-style-type: none"> o Full Alcester Town Council Meeting o Council and Public Forums o Alcester Neighbourhood Development Plan o Other Town Council Committees 		
Inputs	<ul style="list-style-type: none"> o Public participation o Minutes of last meeting o Planning applications o Planning advice documents 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 on local Planning Applications o Respond to Market Applications o Alcester Neighbourhood Plan input o Planning advice for Town Council projects o Items for consideration at Full Town Council meetings 		
Updated by	CNS/ SD	Version	4
Date reviewed and agreed	03/06/2019	Confirmed by (Chairman/signature) 	Cllr C Neal-Sturgess