

## Alcester Town Council Planning Committee- Terms of Reference

<b>Name</b>	Planning Committee		
<b>Chairperson &amp; Deputy</b>	To be elected annually	<b>Facilitator</b>	Deputy Town Clerk
<b>Membership</b>	Elected annually by Full Council membership		
<b>Frequency</b>	To meet statutory planning response regulations of 21 days by meeting (including via Zoom) or by email meeting as appropriate	<b>Duration</b>	Approx. 1 hour
<b>Quorum</b>	<ul style="list-style-type: none"> <li>o Three councillors</li> </ul>		
<b>Purpose</b>	<ul style="list-style-type: none"> <li>o To provide a group which will assess current planning applications that affect the parish, formulating responses on behalf of Alcester Town Council</li> <li>o To report to Full Town Council on all related matters</li> </ul>		
<b>Objectives</b>	<ul style="list-style-type: none"> <li>o To assess planning applications from Alcester residents, businesses and groups, resolve on behalf of the council and comment to the appropriate Planning Authority.</li> <li>o To assess planning issues from other agencies and parishes that may have an impact on Alcester.</li> <li>o To assist with the monitoring of the Alcester Neighbourhood Development Plan and housing needs objectives.</li> <li>o To assess Market applications and respond with a decision</li> <li>o To address Alcester Town Council projects which may require planning applications.</li> </ul>		
<b>Agenda</b>	<ul style="list-style-type: none"> <li>o Apologies</li> <li>o Declarations of Interest</li> <li>o Minutes of last meeting</li> <li>o Planning Applications</li> <li>o Interim decisions made by ATC by email meeting</li> <li>o Planning Notice of Decisions</li> <li>o Market Applications</li> <li>o Correspondence</li> <li>o Propositions to Full Council</li> <li>o Urgent Business at the discretion of the Chair</li> <li>o Date of next meeting</li> </ul>		
<b>Related meetings</b>	<ul style="list-style-type: none"> <li>o Full Council</li> <li>o Council and Public Forums</li> <li>o Alcester Neighbourhood Development Plan monitoring</li> <li>o Other Town Council Committees</li> </ul>		
<b>Inputs</b>	<ul style="list-style-type: none"> <li>o Public participation</li> <li>o Minutes of last meeting</li> <li>o Planning applications</li> <li>o Planning advice documents</li> <li>o Online information</li> </ul>		
<b>Outputs</b>	<ul style="list-style-type: none"> <li>o Minutes of the last meeting (which will be circulated for approval via email as soon as possible after the meeting)</li> <li>o Comment and respond to local Planning Applications</li> <li>o Respond to and process Market Applications</li> <li>o Alcester Neighbourhood Plan monitoring and review</li> <li>o Planning advice for Town Council projects</li> <li>o Items for consideration at Full Town Council meetings</li> </ul>		
<b>Updated by</b>	SD	<b>Version</b>	7
<b>Date for review</b>	May 2023	<b>Confirmed by</b> (Chairman signature)	