


Alcester Town Council Planning Committee- Terms of Reference

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| 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"> ○ Three councillors | | |
| 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 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 referring to the Alcester Neighbourhood Development Plan ○ To assess planning issues from other agencies and parishes that may have an impact on Alcester ○ To have an overview of the monitoring of the Alcester Neighbourhood Development Plan and housing needs objectives ○ To assess Market applications and respond with a decision ○ To address Alcester Town Council projects which may require planning applications | | |
| Agenda | <ul style="list-style-type: none"> ○ Apologies ○ Declarations of Interest ○ Minutes of last meeting ○ Planning Applications ○ Interim decisions made by ATC by email meeting ○ Planning Notice of Decisions ○ Market Applications ○ Propositions to Full Council ○ Correspondence ○ Urgent Business at the discretion of the Chair ○ Date of next meeting | | |
| Related meetings | <ul style="list-style-type: none"> ○ Full Council ○ Attendance at Stratford on Avon District Planning Committee meetings where required ○ Alcester Neighbourhood Development Plan monitoring | | |
| Inputs | <ul style="list-style-type: none"> ○ Public participation ○ Minutes of last meeting ○ Planning applications ○ Planning advice documents ○ CIL receipts ○ Online information | | |
| Outputs | <ul style="list-style-type: none"> ○ Minutes of the last meeting (which will be circulated for approval via email as soon as possible after the meeting) ○ Comment and respond to local Planning Application Consultations ○ Respond to and process Market Applications including requests for payment ○ Alcester Neighbourhood Plan monitoring and review ○ Respond to planning related consultations ○ Planning advice for Town Council projects ○ Items for consideration at Full Town Council meetings | | |

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| Updated by | KB | Version | 10 |
| Date for review | May 2026 | Confirmed by <i>(Chair signature)</i> |  |