

THE PLANNING CONSULTATIVE COMMITTEE

TERMS OF REFERENCE (Draft 2)

1 Sustainability

1.1 All committees should first consider the environmental impact of any decision made by it on behalf of the Council

(Across All Committees)

1.2 The Planning Consultative Committee will appoint one member from amongst their number to act as the liaison between the Committee and the Environmental Strategy Panel (ESP) and will provide feedback to the ESP Clerk on any environmental issues discussed by the Planning Consultative Committee

(New – Across All Committees)

2 Equality

2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision making process

(New – Across All Committees)

3 Advisory Powers

3.1 To keep under review and advise Council where necessary on Structure and Local Plans or their equivalent including Neighbourhood Plan and the Community Infrastructure Levy (CIL)

(New) – LISA/JO/PHIL/SARAH

3.2 To recommend to Council any CIL spending projects

(New – Across All Committees) - PHIL

- 3.3 To recommend to Council of any change to the Committee's Terms of Reference
(Previously PCC) - SARAH

4 Delegated Powers within budget

- 4.1 The Committee shall, at its October meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly
(New) - LISA/JO

- 4.2 The Committee shall, at its October meeting annually, agree its recommended designated reserve requirement and advise the Finance & Audit Committee accordingly
(New) - LISA/JO

- 4.3 To note or respond to all planning and licensing matters referred by the District Council with the exception of Structure and Local Plans
(Previously PCC) - LISA/JO

- 4.4 To note or respond to all highway matters referred by the Highways Authority with the exception of Structure and Local Plans
(Previously PCC) - LISA/JO

- 4.5 To note or respond to all referred waterway matters with the exception of Structure and Local Plans
(Previously PCC) – LISA/JO

- 4.6 To note or respond to all referred railway matters referred with the exception of Structure and Local Plans
(Previously PCC) LISA/JO

- 4.7 To represent the Town Council on occasions when the Town Council's view should be expressed within the Committee's area of responsibility
(Previously PCC) - LISA/JO/SARAH

- 4.8 To oversee the Neighbourhood Development Plan sub-group and approve and adopt the Minutes accordingly
(New – but previously related to PCC/Town Council) - SARAH

- 4.9 To facilitate the Town Centre Strategic Partnership and receive the minutes accordingly
(Previously PCC) - JO
- 4.10 To undertake a Planning Consultative Risk Assessment Management Review at least annually and recommend to Council, if appropriate
(New) - SARAH
- 4.11 To nominate, when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council
(Previously PCC) - SARAH
- 4.12 To review its Terms of Reference, at least annually
(Previously PCC) – LISA/JO/SARAH
- 4.13 To review the Planning Procedures, at least annually
(Previously PCC) - LISA/JO/SARAH

5 Powers Delegated to the Town Clerk after consultation with the Chairman or Vice Chairman in the Chairman's absence

- 5.1 After consultation with the Chairman or Vice Chairman and Planning Consultant, where the Director of Planning or Licensing Officer of the District Council proposes to exercise his delegated powers before a meeting of the Town Council's Planning Consultative Committee, to make comments on behalf of the Committee
- 5.2 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 will be referred to Committee

6 Powers Delegated to the Town Clerk or Deputy Town Clerk and Officers

- 6.1 The approval by the Town Clerk or Deputy Town Clerk of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities

- 6.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer of expenditure of £500.00 or less relating to any matter within the Committee's responsibilities

7 Membership

- 7.1 Membership of the Committee shall comprise not more than nine members plus the Mayor to include, if possible, one member from each Ward
- 7.2 Council shall determine membership of the Committee from time to time
- 7.3 The Committee may co-opt non voting members on to the Committee with relevant skill, experience and knowledge consistent with these Terms of Reference

8 Quorum

- 8.1 The Committee shall be quorate when one third of voting members are present
- 8.2 If less than one third of voting members are present, the business will be deferred until the next Planning Consultative Committee Meeting or if needs be, another ordinary Meeting will be called

9 Committee Chairman

- 8.1 The Committee will elect a Chairman and Vice Chairman from their number in accordance with the procedure as specified in Council's Standing Orders
- 8.2 If the Chairman is not present, the Vice Chairman will take the meeting. If neither is present, members will elect a Chairman from amongst their number, unless the Mayor is present when he/she would take the Chair

10 Chairman's Actions Meeting

10.1 The Chairman and Vice Chairman will attend Chairman's Actions Meetings, delegating responsibility to an alternative member/s of the Planning Consultative Committee in the event they are unable to be present

10.2 The quorum for the Chairman's Actions Meeting is two. If a quorum is not present, the business will be deferred to the next Additional Chairman's Actions Meeting

11 Stratford District Council Meetings

11.1 The Chairman or Vice Chairman will normally attend District Council Committee Meetings where Town Council representation is necessary. However, if neither are available, the responsibility will be delegated to the ward member, or if unavailable, to an appropriate member of the Committee

11.2 The Planning Consultant will only be asked to speak on behalf of Town Council at Stratford District Council Meetings or the like, if the case is particularly complex or controversial, when it may be prudent for an experienced officer to put forward the Council's case and be able to answer questions under cross examination

12 Clerking Arrangements

12.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee

12.2 The Committee shall keep accurate Minutes of its transactions and shall cause the Minutes to be recorded in books kept for that purpose by Council

13 Frequency and Timing of Meetings

13.1 The Committee shall meet not less than sixteen times a year. Meetings shall normally be held at 6.30pm on a Tuesday in the Town Hall or at 6:00pm if held virtually

14 Planning Procedures and Standing Orders

13.1 Planning Procedures in conjunction with Standing Orders of Council will apply to the running of the Committee

Town Clerk
June, 2020