

THE PLANNING CONSULTATIVE COMMITTEE

Terms of Reference – v2

1 Sustainability

- 1.1 All committee decisions should consider the environmental impact of any recommended decision made by the Council

2 Delegated Powers

- 2.1 To note or respond to all planning and licensing matters referred by the District Council with the exception of Structure and Local Plans
- 2.2 To note or respond to all highway matters referred by the Highways Authority with the exception of Structure and Local Plans
- 2.3 To note or respond to all referred waterway matters with the exception of Structure and Local Plans
- 2.4 To note or respond to all referred railway matters referred with the exception of Structure and Local Plans
- 2.5 To represent the Town Council on occasions when the Town Council's view should be expressed within the Committee's area of responsibility
- 2.6 To nominate, when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

3 Advisory Powers

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

3.2 To undertake a Planning Consultative Risk Assessment Management Review at least annually and recommend to the Finance & Scrutiny Committee, if appropriate

3.3 To review its Terms of Reference at least annually

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

4.1 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

4.2 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities

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

5.1 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

5.2 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

6 Membership

6.1 Membership of the Committee shall comprise not more than nine members plus the Mayor to include, if possible, one member from each Ward

6.2 Council shall determine membership of the Committee from time to time

- 6.3 The Committee may co-opt non voting members on to the Committee with relevant skill, experience and knowledge consistent with these Terms of Reference

7 Quorum

- 7.1 The Committee shall be quorate when one third of voting members are present
- 7.2 If less than one third of voting members are present, the business will be deferred until the next Planning Consultative Committee or Extra-Ordinary Meeting

8 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

9 Chairman's Actions Meeting

- 9.1 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
- 9.2 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

10 Stratford District Council Meetings

- 10.1 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

10.2 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

11 Clerking Arrangements

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

11.2 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

12 Frequency and Timing of Meetings

12.1 The Committee shall meet not less than sixteen times a year. Meetings shall normally be held at 6.30 p.m. on a Tuesday in the Town Hall

13 Standing Orders

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

Town Clerk

1.1 Approved and Adopted by Council 28.4.20