



THE PLANNING CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

1 Sustainability

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

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

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)
- 3.2 To recommend to Council any CIL spending projects
- 3.3 To recommend to Council of any change to the Committee's Terms of Reference

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
- 4.2 The Committee shall, at its October meeting annually, agree its recommended designated reserve requirement and advise the Finance & Audit Committee accordingly
- 4.3 To note or respond to all planning and licensing matters referred by the District Council with the exception of Local Plans
- 4.4 To note or respond to all highway matters referred by the Highways Authority with the exception of Local Plans
- 4.5 To note or respond to all referred waterway matters with the exception of Local Plans
- 4.6 To note or respond to all referred railway matters referred with the exception of Local Plans
- 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
- 4.8 To oversee the Neighbourhood Development Plan sub-group and approve and adopt the Minutes accordingly
- 4.9 To facilitate the Town Centre Strategic Partnership and receive the minutes accordingly
- 4.10 To undertake a Planning Consultative Risk Assessment Management Review at least annually and recommend to Council, if appropriate
- 4.11 To nominate, when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council
- 4.12 To review its Terms of Reference, at least annually
- 4.13 To review the Planning Procedures, at least annually

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

5.1 After consultation with the Chair or Vice Chair and Planning Consultant, where the Head of Development or Licensing of the District Council proposes to exercise his/her 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 Responsible Financial Officer and Officers

6.1 The approval by the Town Clerk or Responsible Financial Officer 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 fewer 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 Chair

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

10 Chair's Actions Meeting

- 10.1 The Chair and Vice Chair will attend Chair'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 Chair's Actions Meeting is two. If a quorum is not present, the business will be deferred to the next Additional Chair's Actions Meeting

11 Stratford-on-Avon District Council Meetings

- 11.1 The Chair or Vice Chair will normally attend District Council Committee Meetings where Town Council representation is necessary. However, if neither is 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-on-Avon 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 plan to meet no less than sixteen times a year. Meetings shall normally be held at 6.30pm on a Tuesday in the Town Hall

14 Planning Procedures and Standing Orders

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

Town Clerk
v5 September 2025

**Terms of Reference
Control Sheet**

Document Ownership	Planning Committee
Full Review	Every year – September

Version	Description of Amendment (including paragraph)	Date
V2.	Removal of Virtual Start time	
V3	Minor amendments, change Deputy Town Clerk to RFO	Sept 2023
V4	Removal of clause 1.2 Replace Chairman with Chair except for Chairman's Actions Meeting and Additional Chairman's Actions Meeting	Nov 2024
V5	Removal of the word 'Structure' from clauses 4.3 – 4.6 Change Chairman's to Chair's Minor amendments	September 2025