Stratford-upon-Avon Town Council

PLANNING, ENVIRONMENT & TRANSPORT COMMITTEE

TERMS OF REFERENCE

Policy Reference	Document Ownership	Review
	Planning, Environment and Transport Committee	September - Annually

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1. Purpose of Committee

1.1 The purpose of the Planning, Environment and Transport Committee is to review and respond to planning proposals and regulatory matters and to convey those views on behalf of the Council to the appropriate Authority.

2. Sustainability

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

3. Membership and Voting

3.1 The Committee will comprise of 9 Councillors and 3 substitutes, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise. Where possible, Membership will be spread across electoral Wards to enable even and fair representation.
Councillors who are unable to attend must arrange a substitute Town Councillor and inform the Town Clerk/Chief Officer or relevant officer in advance of the meeting. Substitutes will only be required to attend where their attendance is necessary to achieve a quorum.

3.2 The Chair of the Committee, and Deputy Chair will be elected annually by the Committee at its first meeting following the Annual Meeting of the Council.

3.3 If the Chair is not able to attend a meeting, the Deputy Chair, where applicable, will take the meeting. If the Deputy Chair is not present, Members will elect another Member, to conduct proceedings for the duration of the meeting unless the Mayor is present when he/she would take the Chair.

3.4 In the case of a tied vote, the Chair will cast the deciding vote.

3.5 Additional members of the public may be co-opted, by full Council resolution, to support the technical aspects of the Planning function and National and local Planning Policy. Any such co-opted members will retain an advisory role and will not be granted voting rights.

3.6 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Committee will be filled at the next meeting of the Full Council.

4. Meetings

4.1 The Committee shall be scheduled no less than sixteen times a year with the date and time of ordinary meetings determined at the annual meeting of the Council.

4.2 Members will be summoned to attend meetings which will usually be held in the Town Hall. Non-Members of the Committee may attend in their capacity as a Councillor but will have no more rights at Committee meetings than members of the public.

4.3 The Town Clerk/Chief Officer or Committee Chair may convene additional meetings as they feel necessary.

4.4 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

4.5 The Clerk, or other appropriate staff member will prepare and circulate to Councillors an agenda by email, at least three clear days prior to meeting, and will publish the agenda on the Council website and noticeboard.

4.6 Minutes of each meeting will be produced by the Clerk or nominated Officer. They will be circulated in draft to the Chair of the Committee promptly after each meeting and will be published to the Council's website.

4.7 All planning applications and observations shall be recorded in the minutes of the meeting.

4.8 Meetings shall be held in accordance with the Council's standing orders and shall be open to the public unless otherwise resolved under permitted exemption.

5. Quorum

5.1 The quorum of a committee shall be 5 members and of a sub-committee, forum, panel or working party shall be one half of its members.

6. Accountability

6.1 The Planning, Environment and Transport Committee operates under the authority of Stratford-upon-Avon Town Council and is accountable to Full Council.

6.2 The Committee is subject to the Council's code of conduct, standing orders and all relevant legislative obligations.

6.3 The Chair of the Committee shall ensure that the Committee operates within the terms of reference and brings any matters beyond its scope to the attention of the Town Clerk/Chief Officer for Full Council.

6.4 The Committee are responsible for ensuring that all planning responses align with the Council's adopted policies and plans.

7. Remit of the Committee

7.1 The Committee has delegated powers from Full Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside of the Committee's terms of reference shall be referred to Full Council.

7.2 The Committee may appoint sub-committees or working groups as necessary to carry out specific tasks or investigate particular issues. The Committee will determine the terms of reference, membership, and duration of any such sub-committees or working party which are to be in accordance with the Council's Standing Orders, Financial Regulations and Scheme of Delegation.

7.3 The Committee shall have delegated authority in accordance with the Council's Financial regulations and standing orders to:

7.3.1 Consider and determine the Council's response to all planning applications, including those for advertisement consent, listed building consent, applications for tree works, lawful development certificates and notifications for prior approval.

7.3.2 Respond to consultations relating to tree preservation orders, telecommunications masts/ structures and other development control matters.

7.3.3 To oversee the Neighbourhood Development Plan sub-group and approve and adopt the Minutes accordingly.

7.3.4 To review, comment and report on matters relating to the Town Council's Neighbourhood Plan, the Local Plan and Community Infrastructure Levy (CIL).

7.3.5 To undertake a Planning Consultative Risk Assessment Management Review at least annually and recommend to Council, if appropriate

7.3.6 Invite relevant building developers, agencies and associations to present written and in-person reports or presentations to Committee, or full Council meetings to ensure any proposed developments are fully understood by Councillors before planning responses are formulated.

7.3.7 Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be a breach of planning regulations.

7.4 The Committee shall have delegated authority to consider and determine the Council's response to:

7.4.1 Highways, traffic management, parking and public rights of way together with associated traffic or parking regulation orders or policies.

7.4.2 To note or respond to all referred waterway and railway matters.

7.4.3 Transport, walking/cycling initiatives.

7.4.4 Licensing matters including, but not limited to, premises licences, street trading, and gambling licences.

7.4.5 Environmental regulatory consultations such as pollution control, air quality, and tree preservation orders.

7.4.6 Street naming and numbering proposals.

7.5 The Committee shall also consider consultations or discussions on proposals for major development, or which could result in changes to the Local Development Plan, Planning Policy Guidance, Conservation Areas, Town & Country Planning Act etc.

7.6 The Committee shall:

7.6.1 Review planning policy consultation documents (e.g. Local Plans, Neighbourhood Plans, Supplementary Planning Documents) and prepare draft consultation responses

for the consideration of Full Council but shall not the authority to submit any responses on behalf of the council.

7.6.2 Monitor emerging planning policy issues likely to affect the parish and report to Full Council.

7.6.3 Recommend to Council any CIL spending projects.

7.6.4 At its autumn meeting annually, agree its recommended budget and designated reserve requirement and advise the Finance & Audit Committee accordingly.

7.7 The Committee shall submit comments within deadlines without referral to Full Council, except where the application raises significant policy issues or controversy, in which case the matter shall be referred to Full Council.

7.8 Undertake Community emergency planning liaison with appropriate partner agencies and make arrangements through a Community Emergency Plan to ensure that the community is prepared and resilient when faced with an emergency situation.

7.9 To nominate, when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council.

7.10 The Committee shall have delegated powers, through the Town Clerk/Chief Officer to issue press statements regarding planning matters on behalf of the Full Council.

8. Officer Delegations

8.1 Delegations to the Town Clerk/Chief Officer, after consultation with the Chair or Deputy Chair in the Chair's absence:

8.1.1 After consultation with the Chair or Deputy 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.

8.1.2 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.

8.1.3 To respond to applications where a response is required before a meeting of the Committee can take place.

8.2 Delegations to the Town Clerk/Chief Officer or Responsible Financial Officer and Officers:

8.2.1 The approval by the Town Clerk /Chief Officer or Responsible Financial Officer of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities.

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

9. Chair's Actions Meeting

9.1 The Chair and Deputy 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.

9.2 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

10. Stratford-on-Avon District Council Meetings

10.1 The Committee Chair or Deputy Chair is authorised to attend all District Council Planning Committee Meetings where Town Council representation is necessary and speak on behalf of the Town Council in accordance with its previously agreed position. However, if neither is available, the responsibility will be delegated to the ward member, or if they are unavailable, to an appropriate member of the Committee.

10.~~1~~2 The Planning Consultant ~~will only~~may be asked to speak on behalf of the Town Council at Stratford-on-Avon District Council Planning Meetings or the like, especially 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. Review

11.1 The Planning, Environment and Transport Committee Terms of Reference are to be annually reviewed in September.

Terms of Reference
Control Sheet

Version	Amendment (Including paragraph)	Review Date	Date Adopted
1.1	Amend table of contents	20.10.2026	
1.1	Clause 3.1 – additional wording added to clause. *Substitues will only be required to attend where their attendance is necessary to achieve a quorum.*	20.10.2026	
1.1	Clause 10.1 – clause will now read: *The Committee Chair or Deputy Chair is authorised to attend all District Council Planning Committee Meetings where Town Council representation is necessary and speak on behalf of the Town Council accordance with its previously agreed position. However, if neither is available, the responsibility will be delegated to the ward member, or if they are unavailable, to an appropriate member of the Committee.*	20.10.2026	
1.1	Clause 10.2 – clause number amended and will now read: *The Planning Consultant may be asked to speak on behalf of the Town Council at Stratford-on-Avon District Council Planning Meetings or the like, especially if the case if particularly complex or controversial, when it may be prudent for an experienced officer to put forward the Council's*	20.10.2026	

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