

Tanworth in Arden Parish Council

PLANNING COMMITTEE TERMS OF REFERENCE

The Planning Committee Terms of Reference were adopted by Full Council at its Meeting held on 16th May 2024.

The role of this committee is to represent the views of the community as consultees on planning applications within the Parish.

Responsibilities

To discuss received planning applications and submit responses by the dates as set out by Stratford-Upon-Avon District Council.

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

Committee

The Planning Committee is constituted as a Committee of Tanworth in Arden Parish Council.

Members

1. The Committee to consist of at least 4 Councillors.
2. The quorum of the Committee shall be three Members.

Committee Chair

The Chair is to be elected annually by the Council at the Annual Meeting.

Voting

Only the members of the Committee may vote at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest, then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates

Meetings

1. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of Tanworth in Arden Parish Council.
2. The Parish Clerk or the Chairman of the Committee may call additional Committee meetings as and when necessary.
3. Minutes of all meetings will be recorded by the Parish Clerk and circulated at the Full Council meeting.
4. The Public and Press may attend meetings of the Planning Committee as per Standing Orders.

Purpose

The Planning Committee has the delegated authority from Tanworth in Arden Parish Council:

1. To make representations to Stratford-Upon-Avon District Council on applications for planning permission
2. To make representations in respect of appeals against the refusal of planning permission

The Planning Committee may also:

1. Deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee
2. The Planning Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications.
3. On site meetings may be arranged by the Chair of the Committee and where an on site meeting is arranged all members of the Council shall be notified, but not all have to be in attendance.
4. Planning applications shall be circulated to all Councillors, as soon as possible after receipt by the Clerk from Stratford-Upon-Avon District Council.
5. The Chair of the Committee may call Planning meetings as and when necessary.
6. The Planning Committee will decide whether they have recommendations of support or objection or no recommendation to make in relation to each Planning Application.
7. If any Councillors consider an application to be controversial or that may have wider implications for the Parish and beyond, they may ask the Committee for a deferral to pass the decision either to the next Full Council Meeting, or if a time regulated decision is required arrange for an extraordinary meeting to decide on the response.
8. The Planning Committee has an obligation to ensure that all comments received prior to the meeting, from all relevant parties, applicants and objectors, for planning applications are considered at the meeting.
9. The Parish Clerk will communicate by portal detailing the Planning Committee's recommendations to Stratford-Upon-Avon District Council and will ensure that communication arrives within the timescale for each application.
10. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
11. Where necessary, recommend to full Council the hiring of a Planning Consultant