

SHIPSTON ON STOUR TOWN COUNCIL



New Clark House, West Street, Shipston on Stour, CV36 4HD

Telephone: 01608 662180

Email: Clerk@shipstontowncouncil.org

Website: www.shipstontowncouncil.org



Over 100 years of service
to the local community

TERMS OF REFERENCE – PLANNING COMMITTEE

CONTENTS

- 1) Definitions
- 2) Remit
- 3) Composition (membership), offices, attendees
- 4) Meetings and Procedures 5) Quorum
- 6) Administration & Staffing
- 7) General

1) Definitions

The following abbreviations if used will have the following meanings:

DC	District Council
LPA	Local Planning Authority
PC	Planning Committee
SAFAG	Shipston Area Flood Action Group
SDC	Stratford District Council
STC	Shipston Town Council
TC	Town Council
WCC	Warwickshire County Council
WG	Working Group

2) Remit of PC

The PC will:

- i. Review all new planning applications and track the progress of and compliance with the conditions of approved applications. Providing the meeting is quorate the PC will make the consultation decision on new planning applications.
- ii. Review planning, sustainability and other infrastructure matters

Matters of a complex nature and/or with wide community impact will be referred to the full TC for wider consultation.

3) Composition (membership), offices, attendees

- i. The PC membership shall consist of five Town Councillors appointed by STC, with the Mayor and Deputy Mayor deemed to be Ex-Officio members. In addition, it may include three co-opted non-councillors whose knowledge and expertise will add value to the work of the PC. Non council members will not be entitled to vote.
- ii. The Chair must have either undertaken Chairmanship training within the last three years or must commit to such training within six months of taking office.
- iii. District and County Councillors will be invited to attend meetings of the PC. If unable to attend they will notify the Clerk of their responses to current planning applications.
- iv. The Chair and Vice Chair of the PC will be elected or re-elected in May of each year. Both positions may be held only by elected Town Councillors. The Chair, or in his/her absence the Vice Chair, shall preside over all PC meetings.
- v. Monthly PC meetings will be open to members of the public who will be permitted to address the meeting for a maximum of three minutes each.
- vi. With the approval of STC and under recommendation from its Finance WG the PC may engage the services of a Planning Consultant, to assist and guide the work of the PC, who inter alia may attend and speak at PC meetings when appropriate.

The Planning Consultant's remit and remuneration are to be delineated in written Terms of Engagement, reviewable annually.

4) Meetings & Procedures

- i. Unless otherwise advised, PC meetings will take place monthly on the fourth Monday of each month, commencing at 7.00pm at New Clark House, with an additional 'catch-up' meeting at 6.00 pm on the second Monday of any month as required. Meetings should not exceed two hours in duration, other than by an agreed vote at the meeting
- ii. The agenda of meetings will be published at least 3 working days before the PC's monthly meeting, and a list of all regular PC meetings for the coming year will be advertised, starting from the month of its constitution.
- iii. All Agendas for PC meetings will be recorded on the STC website at least three working days before the meeting. Draft Minutes will be published on the STC website within five working days of the meeting and will be approved at the next PC meeting.
- iv. All meetings and discussions with third parties (including, but not limited to, the representatives and agents of Property Developers, Building Companies, Housing Associations and Landowners; and Officers of the LPA) will be scheduled to take place at a meeting of the PC. Their interventions and representations will be included in the Minutes of that meeting.

- v. New Planning Applications will be determined and approved at the PC's meetings, with the exception of new applications that cannot be determined by the PC by virtue of its not being quorate at that meeting.
- vi. If a vote is required, the Chair will have a casting vote when necessary to break a tie.
- vii. The PC will create and maintain a tracking/monitoring system for planning applications.
- viii. Where it is appropriate to do so, all PC members must declare an interest, or a conflict of interest, on matters due to be considered at each meeting.
- ix. Councillors and co-opted members of the PC shall attend such training courses as are deemed appropriate, and the Town Clerk will advise members of upcoming courses or seminars.
- x. The PC, and its individual members, are subject to, and will comply with, the latest version of STC's Standing Orders.
- xi. The PC Terms of Reference shall be reviewed annually and ratified each May, by full Town Council.
- xii. Designated members of the PC will prepare any relevant planning reports, in advance of all meetings whether PC or full TC, to be distributed with the Agenda together with any comments from District and County Councillors.

5) Quorum

The Quorum of the PC shall be three councillors. Where the meeting is not quorate the meeting may continue, but on the basis that no planning decisions can be taken. In such circumstances and in line with the consultation period's expiry date, decision-making may be deferred to the next PC meeting.

6) Administration & Staffing

- i. The Town Clerk or an authorised Deputy or assistant will be present at all PC meetings to record the minutes and implement any agreed actions assigned by the Chair or Vice Chair.
- ii. The Town Clerk or an authorised Deputy or assistant will be responsible for circulating Agendas and Minutes according to the timeframes specified in 4) ii. and iii. above, and for uploading or instructing the uploading of information to be published on the TC's website.
- iii. Agendas will be set by the Chair or Vice Chair for onward distribution by the Town Clerk or Deputy.
- iv. In the absence of the Town Clerk, Deputy or assistant a member of the PC may take Minutes.
- v. Administrative staff will also perform those tasks which will assist with the smooth and competent running of the PC.

7) General

The PC will:

- i. Be the "Voice of STC" for planning issues affecting Shipston-on-Stour, encouraging as wide as possible participation in the evaluation of planning proposals.
- ii. Maintain healthy working relationships with officers of the LPA and ensure that the latter consult the PC on all Shipston-related planning matters.
- iii. Where necessary, and after obtaining access permission from the relevant landowners, Property Developers, Builders and Agents, visit the sites under consideration for significant new development with a view to identifying issues likely to be of concern to STC and the wider community.

- iv. Endeavour to secure early agreement with the above Bodies on matters of communal interest. Any such agreements will be a) notified to the full TC for information purposes and b) entered into the PC's tracking system to monitor compliance.
- v. Monitor the progress of Planning Applications to ensure that any negotiated local agreements such as footpath linkages, housing mix, water run-off mitigation measures etc. are duly acknowledged and recorded. These too will be entered on the PC's tracking system.
- vi. Seek the opinion of specialists both on the ground and at PC meetings (for example SAFAG) and incorporate their advice and recommendations into reports to the TC.
- vii. Liaise with all Higher Authorities (SDC, WCC Highways, Health, Education, Transport) on matters of common interest where they relate to identified planning issues.
- viii. Agree nominations, where appropriate, to represent the views of STC at any meetings of SDC's Planning Committee and at Appeal Hearings. Representations shall always be read from a prepared script, the wording of which will be vetted by STC's Planning Consultant or, failing that, with the agreement of at least two other members of the PC (whether Councillors or co-opted) to ensure that the relevant points are covered within the allotted time constraint and that representations are expressed in planning-compliant language.
- ix. Monitor and review as necessary all matters arising from the Neighbourhood Plan, the local Consequent Projects list, the Town Design Statement and the CIL project list. Comments and actions arising will be recorded in the PC's tracking system.
- x. Where relevant prepare input into, and representations on, any reviews of, or modifications to, the Core Strategy, Strategic Allocations Plans and housing assessments (engaging at timely intervals a specialist firm to conduct Housing Needs Surveys), to ensure the interests of the local community are recorded and prioritised.

Agreed by Full Council – 11th May 2026

Review and present for approval at Annual General Meeting in May of each year