

**WELFORD-ON-AVON PARISH COUNCIL**  
**Planning Committee - Terms of Reference**

The proceedings of this Planning Committee are bound by the Parish Council's Standing Orders and Code of Conduct. This Council agrees to institute a Planning Committee that takes the following form:

1. The Committee shall be known as the Planning Committee and shall consist of at least 5 members. To be reviewed annually at the Annual Meeting of the Parish Council.
2. A quorum will be 3 members of the Parish Council.
3. The Chairman of the Planning Committee shall be elected annually at the Annual General Meeting of the Parish Council. In the absence of the Chairman of the Committee, the Chairman of the Parish Council or any other Parish Councillor may act as Chairman for that meeting.
4. Members of the Committee will first try to seek a consensus on all planning applications however if this can't be achieved, then a vote by a show of hands will take place. The Chair of the Planning Committee will have the casting vote whenever there is an equality of votes.
5. The Committee will meet two weeks prior to full Parish Council meetings unless a change of date is advertised.
6. Councillors will be summoned to the meeting through the issue of an Agenda, at least three clear days prior to the meeting.
7. The Committee's function is to decide by delegated powers upon the Welford-on-Avon Parish Council's response to planning applications, based on planning policy, whose deadlines fall outside the prescribed full Parish Council meetings.
8. The Committee will also review outstanding actions from previous Parish Council meetings.
9. The Committee may discuss and decide such other Parish Council business as it deems appropriate and necessary where any deadlines fall outside the prescribed full Parish Council meetings.
10. Tree applications will be assessed by the Parish Council's Tree Warden whose recommendations can be submitted by the Clerk and do not need to come to a full Council or Planning Committee meeting. All such entries will be recorded in the formal meeting minutes of the full Council.
11. In the event that the response deadline is not met by either the full Council or Planning Committee meetings then an email circulation of the application and agreement via email can be made but this should be in exceptional circumstances only by the Proper Officer with delegated authority.
12. The District and County Councillors will be invited to attend the Planning Committee meetings and be empowered to speak.
13. Members of the public wishing to speak, are asked to give 24 hours notice. They will be permitted 3min each to speak, with a total of 15min max for all public participation. This can be relaxed at the discretion of the Chair of the meeting.
14. Unless a dispensation has been applied for and approved in advance, any member of the Committee will be expected to declare an interest and step out of the room if one of the following conditions apply:
  - a. The member has a personal, family or prejudicial interest in the application eg. on their own or a relative's property, other than one shared by the village as a whole.
  - b. The member's property abuts the land upon which the proposed development is to take place.
  - c. The member knows the applicant very well and meets socially.
15. In the spirit of transparency, any on-going enforcement issues against serving members of the Planning Committee, will be declared in the Disclosures at the outset of a meeting.
16. A report of all decisions made by the Planning Committee, will be given and recorded at the full Parish Council meeting.
17. No application should be discussed with an applicant or their representative prior to it being formally issued by Stratford upon Avon District Council, unless there are at least two Councillors present. No decision will be given before the formal documentation is reviewed by the Planning Committee. This is intended to prevent private lobbying and biased decision making on the part of the Parish Council. It will also ensure a consistent response to SDC.

## Version Control

Date First Adopted: Unanimously adopted during Parish Council Meeting 6<sup>th</sup> Aug 2019 (Version: 1.0)

Date of last update:     March 2024 – added responsibility to review Action List clause 8 (Version 1.1)  
                                     May 2025 – added authority to discuss other Council business clause 9 (Version 1.2)

Date of Annual re-adoption: 20<sup>th</sup> May 2025