CLIVE PARISH COUNCIL
LOCAL PLAN REVIEW COMMITTEE: TERMS OF REFERENCE

Date adopted: April 2018
Last reviewed: July 2026
Date of next review: July 2027

Purpose of Local Plan Review Committee:

This committee is appointed to make decisions about all matters pertaining to Shropshire Council's Local Plan (2025-46), subject to budget and expenditure limits decided by the Full Council.

Power:

The Local Plan Review Committee shall have the power:

- To make decisions and respond to the Principal Authority, Programme Officer, or Planning Inspectors on any aspect of the Local Plan consultation and examination by delegated authority, subject to limitations as above.

Terms of reference

- To monitor and discuss issues and information regarding Shropshire Council's Local Plan with regard to its impact on the parish of Clive.
- To attend briefings, meetings, and hearings with representatives from Shropshire Council Planning Policy, the Planning Inspectorate, and other relevant groups.
- To call public meetings and undertake community engagement and consultation as needed.
- To make decisions on potential expenditure for the above, subject to any budget and expenditure limits decided by Full Council.
- To make arrangements with landowners for site visits as needed.
- To draft and submit official responses, hearing statements, and appeals as required.
- To update the Council at the next available Full Council meeting.

Committee Membership

Committee membership shall usually be reviewed every year at the Annual Council Meeting in May, but may also be reviewed at other times as needed.

Meetings:

- Parish Council Standing Orders apply to this Committee.
- The Committee may appoint its own Chairman at the first meeting of the committee
- Quorum for the Committee shall be no less than three Committee members. If there are fewer than three committee members in attendance then the meeting shall be postponed until such a time as the Committee is quorate
- Meetings may not take place at a location where there is a licence for the sale of alcohol

- The Committee may call Committee meetings as and when required, provided they meet legislative requirements for publication of agendas and advance meeting notices (minimum 3 clear days in advance)
- All meetings will be minuted by the Parish Clerk, and a report to the next Full Council meeting will be made available in written form for all Council members to be kept informed.
- The Committee may request for an Extraordinary Council meeting to be convened if required to discuss major or controversial issues or developments relating to the Local Plan and its examination.
- In the case of a tie during voting on an agenda item, the Chairman may use a casting vote.

Review of Terms of Reference:

- Any two members of the Committee may call a Committee meeting via the Clerk and include on the agenda a proposal for any item within the Terms of Reference to be discussed.
- As a minimum, these Terms of Reference shall be reviewed by Full Council annually.