

**Berkhamsted Town Council**  
**Local Plan (2020 -2038) Working Group**

**Terms of Reference**

**1. Title**

Local Plan Working Group

**2. Status**

The working group shall be a working group of the Berkhamsted Town Council reporting to the Town Planning Committee and through that Committee to Full Council

**3. Background**

It was agreed to establish the Local Plan Working Group at the 29 August 2017 meeting of the Town Planning Committee. It was initially set up for the purpose of consulting on the 2017-2036 Local Plan.

These Terms of Reference were approved at a meeting of the Town Planning Committee on the 5<sup>th</sup> of October 2020.

**4. Purpose**

To formulate, in consultation with other outside bodies and residents, the Town Council's response to Dacorum Borough Council's draft Local Plan 2020 – 2038 in preparation for the formal consultation commencing mid-2021.

The plan will be considered in detail along with the implications for Berkhamsted and its residents

The response to this important consultation will be agreed at Full council. An extraordinary meeting will be called for this purpose if necessary, depending on the schedule of meeting dates and the closing date for the consultation.

**5. Membership:**

The members of the Working Group are Cllr A Armytage, Cllr J Jones, Cllr G Stevens and Cllr P White.

All Councillors are invited to Working Party meetings.

- There is no requirement for a quorum;
- The Chairman will be one of the members of Berkhamsted Town Council. The Chair will be a serving member of the Town Planning Committee;

- Substitutes will be permitted, providing that prior notice has been given to the Chairman; and
- Representatives from other organisations may also be invited from time to time, to particular meetings, for appropriate purposes;

## **6. Officer and Administration**

The Town Clerk or Deputy Town Clerk will administer the Working Group.

Working group members will carry out research, investigations or undertake other actions as agreed and allocated at meetings.

## **7. Financial**

The Working Group shall not incur any item of expenditure.

JH 06/10/2020