

BERKHAMSTED TOWN COUNCIL

TOWN PLANNING COMMITTEE

Terms of Reference



1. Status

The Town Planning Committee shall be a standing committee of Berkhamsted Town Council. Its members shall be reviewed and appointed annually at the Annual Council Meeting

It is an autonomous committee and its decisions and recommendations do not require ratification by full council unless a matter is specifically referred, or an issue is required by law or proper practice to be discussed at full council. The committee is subject to the council's Standing Orders and Code of Conduct.

2. Membership, Quorum and Voting

- The committee shall consist of seven elected members.
- Its quorum shall be four (4).
- The chair and vice chair of the committee shall be elected by the committee at its first meeting following the Annual Council Meeting.
- The committee shall appoint three substitute members whose role will be to replace any ordinary member at a committee meeting, including their right to vote, where such ordinary member is unable to attend.
- If the meeting is inquorate, it will be postponed to a later date.
- The mayor shall be a voting member, ex-officio.
- Non-voting advisory persons may be invited to committee meetings to advise and mentor on specific issues, but they shall not have a vote.

3. Co-options

- The committee shall be able to co-opt members, who will not have voting rights.

4. Aims and Objectives

- To receive and comment upon planning applications referred to it by Dacorum Borough Council (DBC) and any other authority.
- To receive and comment upon matters relating to any other planning issues including Local Development Framework and Local Plans.
- To respond to requests for street naming in accordance with the agency agreement with DBC.
- At the discretion of the committee, any major application shall be referred to full council.
- Where the committee objects to a planning application and such application is brought to DBC'S Development Management Committee for determination, the committee chair, vice chair or a delegated member will attend the meeting to speak on behalf of the council.

5. Working Groups

The committee shall have the power to set up working groups who will report to the committee as required.

6. Budget

Any additional funds required by the committee to discharge its obligations shall be sought from full council.

7. Meetings

- The committee's agendas and minutes shall be published on the council website, social media and noticeboards and the list of dates published in the council's annual calendar.
- Additional meetings may be called, if required, due to urgency, or planning matters referred to full council, whichever is most timely.
- Decisions of the committee will be uploaded to DBC's planning portal.
- All correspondence shall be conducted through the Town Clerk or Deputy Town Clerk.

8. Training

Members of the town planning committee are required to attend planning training upon joining the committee and

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will keep abreast of current planning legislation and issues.