



BERKHAMSTED TOWN COUNCIL

TOWN PLANNING COMMITTEE – Terms of Reference

(Ratified at the Town Planning Meeting on 29 May 2007 Minute 74/07. Amended 18 December 2017 at Full Council to reflect quorum of 4 and membership of 7. Also to reflect current, adopted Standing Orders. Last adopted by Full Council on 16 May 2022. For review of updates and adoption at Full Council Meeting on 5th September 2022)

1. Status

The Town Planning Committee (hereinafter referred to as the “**Committee**”) shall be a Standing Committee of Berkhamsted Town Council (“**BTC**”). 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 up. The Committee is subject to adopted BTC’s Standing Orders and the Code of Conduct.

2. Membership, Quorum and Voting

- a. The Committee shall consist of seven elected BTC Members.
- b. Its quorum shall be four (4).
- c. The Chair and Vice Chair of the Committee shall be elected annually by the Committee at its first meeting following the Annual Town Meeting.
- d. The Committee shall also appoint three (3) Substitute Members whose role is to replace any ordinary Members at a Committee Meeting, including their right to vote, where such ordinary Member(s) are unable to attend;
- e. Should the number of Members present at a Committee Meeting (not including those debarred by reasons of a Declared Interest) fall below the required quorum, the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chair of the Committee may fix
- f. In accordance with Standing Orders Part 1 para 8 Quorum, the Mayor shall be a voting member, ex-officio, but the Deputy Mayor, ex-officio, shall not have a vote, unless already a Member of the Committee.
- g. Non voting advisory persons may be invited to a Committee Meeting to advise on specific issues but they shall not have a vote.



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3. Co-options

The Committee shall have powers of co-option but such persons shall not have a vote.

4. Aims and Objectives

Berkhamsted Town Council is a statutory consultee to the Dacorum Borough Council Local Planning Authority (“**LPA**”) for all planning applications that are within the parish boundary or relate directly to the parish of Berkhamsted. To this end, the purpose of this Committee is to:

- a. To receive and comment upon planning applications referred to it by the planning authority for the district of Dacorum Borough Council or any authority so empowered to do so.
- b. To receive and comment upon matters relating to any other planning issues, including but not limited to planning appeals, Tree Protection Orders and related matters.
- c. To receive and comment upon consultative papers received from the Borough or County Councils relevant to the Local Development Framework, County Structure Plan or similar.
- d. To receive and comment upon consultative papers received from statutory bodies.
- e. To respond to requests for street naming in accordance with the agency agreement with the Borough Council.
- f. At the discretion of the Committee, any major application shall be referred to the Full Council, with a recommendation from the Planning Committee.
- g. Where the Committee objects to a planning application and such application is brought to Dacorum Borough Council Development Management Committee (“**DMC**”) for determination, the Committee Chair, Vice Chair or a delegated Member is authorised to attend the relevant DMC meeting to speak on behalf of BTC.

5. Working Groups

The Committee shall have the power to set up working groups as and when appropriate to further the tasks as identified in the Aims and Objectives. These groups shall report to the Committee on a regular basis or as specifically instructed.



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6. Budget

The Committee shall be maintained in accordance with the annual budget set by the Council. Any additional funds required by the Committee to discharge its obligations shall be sought, if required by Financial Regulations, by application to the Finance & Policy Committee or Full Council, whichever is most appropriate or timely.

7. Meetings

- a. Meetings of the Committee shall normally take place every three weeks to accommodate timely decisions within the 21-day consultation period for planning applications. The time, date and place of meetings shall be determined by Full Council at the Annual Council Meeting, or otherwise by Full Council or this Committee's decision.
- b. Meetings of the Planning Committee will be publicised by the same method as that of all Town Council meetings, with agendas and minutes being available on the Town Council website and notice of meetings being publicised at various points around Berkhamsted.
- c. The Town Clerk, in agreement with the Chair, may call additional meetings, as and when necessary, to ensure that all planning applications received can be discussed, considered and responded to within the LPA's timescale.
- d. Decisions of the Committee shall be registered on the Borough's planning portal and or by correspondence with the Case Officer.

8. Correspondence

All correspondence shall be conducted through the Town Clerk.

9. Training

All Members of the Planning Committee should attend planning training within one (1) year of joining the Committee and should endeavour, where possible, to keep abreast of current planning legislation and issues.



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