

**Berkhamsted Town Council –  
TOWN PLANNING COMMITTEE  
Terms of Reference**

(Ratified at the Town Planning Meeting on the 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.)

**1. Status**

The Town Planning Committee shall be a Standing Committee of Berkhamsted Town Council appointed at the Annual Council Meeting. As such it is autonomous; its decisions and recommendations do not require ratification by Council unless a matter is specifically referred up. All committees are subject to adopted Standing Orders and the Code of Conduct.

**2. Membership**

The Committee shall consist of seven elected Members of Berkhamsted Town Council. Its quorum shall be 4. In accordance with Standing Orders Part 1 para 8 Quorum, the Mayor shall be a voting members, ex-officio, but the Deputy Mayor, ex-officio, shall not have a vote unless already a member of the Committee.

**3. Co-options**

The Committee shall have powers of co-option.

**4. Aims and Objectives**

- a. To receive and comment upon planning applications referred to it by the planning authority for the district, Dacorum Borough Council; or any authority so empowered to do.
- b. To receive and comment upon matters relating to any other planning issue.
- 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.

**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 Council, whichever is most appropriate or timely.

**7. Meetings**

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 Council at the Annual Council Meeting, or otherwise by Council or this Committee's decision.