

# Terms of Reference Planning Committee

Last reviewed: March 2023  
Last adopted: July 2023  
Next adoption due: May 2027

## Membership

The committee shall comprise Six appointed councillors with the Chair and Deputy Chair of the Council being *ex officio* members. At the discretion of the Committee Chairman, appropriate training in planning matters is a condition of Planning Committee membership. At least one member of the Planning Committee shall visit the development site under consideration prior to the relevant committee meeting (as directed by the Clerk).

## Key Elements of Responsibility

In principle, the committee will be responsible for;

1. Planning matters:
  - a. Planning Policy
  - b. Planning Applications and Development Control:
    - i. Individual buildings: new build; extensions and demolition
    - ii. Housing Estates
    - iii. Industrial and Commercial buildings and estates
  - c. Planning potential: green and brown field sites; developers aspirations
  - d. The High Street: development and refurbishment
  - e. The Buntingford Town Plan
  - f. Neighbourhood Planning and Localism
  - g. East Hertfordshire Planning: Core Strategy; Local Development Framework (LDF)/Development Plan/District Plan
  - h. Hertfordshire County Planning: Transport Planning
  - i. Boundaries: the Town Boundary and Parish Boundaries
  - j. Adjacent Parishes: relationships; common interests and concerns
2. Buildings:
  - a. Listed buildings
  - b. Buildings in the Buntingford Conservation Area
  - c. Other buildings of note: the Cage, Layston Church etc
  - d. Public Buildings: local authority; educational; medical; social; police, fire and ambulance
3. Other Planning issues
  - a. Land usage: monitoring and surveys
  - b. Road naming and house numbering
  - c. Commercial signs
  - d. Licensing: bars and public houses

## Detail

The Committee will be responsible for holding a portfolio of items within each of the Key Elements. It is incumbent on the Committee to provide a watching brief on all items and make recommendations to Full Council on matters that may not be fully contained or fully defined within that portfolio:

- When matters are of Major interest, the Full Council should sit as the Planning Committee: planning applications for major<sup>1</sup> housing, commercial or industrial developments.
- Experts on specific planning matters may be invited to attend individual Planning Committee meeting by its Chairman from time to time.
- Items for discussion may be raised by any Councillor either through a meeting or via the Clerk's Office.
- From time to time, it may be necessary for this Committee to discuss an item that has not been included in the Key Elements as defined to date. Such an item may subsequently have its responsibility assigned to this or another committee.
- As defined within Standing Orders, this Committee may form Working Parties and Sub-Committees. All such Working Parties and Sub-Committees shall have membership open to all Councillors.

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<sup>1</sup> Major implies large impact to the Town and its environment: proposed developments of greater than 10 units and large buildings.