

MARKYATE PARISH COUNCIL



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Clerk to the Council: Mrs V Tilley

Terms of Reference – Planning Committee

Purpose

The purpose of this committee is to respond to Planning Applications received from Dacorum Borough Council which require response before the Full Council meets.

The committee structure is designed to enable council business to be more easily conducted and discussed than could be achieved at a Full Council meeting. Where appropriate, this Committee will make Recommendations to Full Council and will abide by any decision there made.

The Planning Committee is a Standing Committee of Markyate Parish Council.

Membership

Membership of the Planning Committee shall consist of all members of Markyate Parish Council. A Chair and Vice Chair of the Committee are to be elected annually by the Council and shall hold office until the next Statutory Annual Meeting of Markyate Parish Council.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls 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 shall arrange.

4 Members of the Planning Committee will constitute a quorum.

Responsibility

In principle, the committee will be responsible for:

- Responding to planning applications

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As defined with 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.

Meetings

Meetings shall be called by the Clerk as and when deemed necessary to enable a response to applications within the 21-day limit.

Minutes of all meetings will be recorded by the Clerk, or any member nominated at the meeting.

Review of Terms of Reference

These terms of reference are to be reviewed annually at the Statutory Annual Meeting of Markyate Parish Council.