

FULL COUNCIL MEETING

NOTICE AND AGENDA

You are hereby summoned to a meeting of the Council to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Tuesday, 20 October 2026 at 7.30 pm

Councillors:

Keith Martin (Chair)
Christopher Alley
Aidan Bentley
Ian Campbell
Anaika Chopra
Oliver Cooper
Stephen Cox
Harry Davies
Steve Drury
Vicky Edwards
Andrea Fraser
Elinor Gazzard
Stephen Giles-Medhurst OBE
Shelley Gormley
Lisa Hudson
Tony Humphreys
Matthew Hunt
Raj Khiroya
Joan King
Chris Lloyd

Reena Ranger OBE (Vice-Chair)
David Major
Kerry Milliken
Chris Mitchell
Debbie Morris
Ian Morris
Krutika Patel
Louise Price
Kevin Raeburn
Paul Rainbow
Ciaran Reed
Andrew Scarth
Narinder Sian
Mike Sims
Tom Smith
Cheryl Stungo
Jon Tankard
Kavan Trivedi
Chris Whately-Smith

8.3 PLANNING COMMITTEES AND THE NATIONAL SCHEME OF DELEGATION OF PLANNING FUNCTIONS

(Pages 3
- 8)

That Council:

- Agree the process and procedure detailed in Appendix 4, with minor amendments delegated to the Director of Finance and Head of Regulatory Services in consultation with the Lead Member for Planning and the Chair of the Planning Committee.
- Agree the required changes to the constitution and as detailed in Appendix 5 to enable the new regulations, process and procedures to be implemented, including:
- Define the nominated officer(s)/member(s).
- Define Own Interest.

- Amend to confirm receipt of a petition can no longer trigger a committee call-in.
- Set the maximum number of Planning Committee at 13. and any other changes required with minor amendments delegated to the Director of Finance and Head of Regulatory Services in consultation with the Lead Member for Planning and the Chair of the Planning Committee:
- Delegate authority to the Director of Finance in consultation with the Head of Planning Policy and Conservation to update the Statement of Community Involvement to align with the changes to the constitution, together with such other necessary changes
- That public access to the report be immediate.
- That public access to the decision be immediate.

11. URGENT QUESTION

(Pages 9
- 14)

To receive any urgent questions under Procedure Rule 22(4).

General Enquiries: Please contact the Committee Team at
committeeteam@threerivers.gov.uk

*Joanne Wagstaffe, Chief Executive
Monday, 19 October 2026*

PART I

ITEM 8c - PLANNING COMMITTEES AND THE NATIONAL SCHEME OF DELEGATION

Update

Since the publication of the original Full Council report, the following updates have been made:

- Revise the recommendation, to reflect that agreed at Policy and Resources Committee,
- Update Appendix 4, to be clear that the triage request for the Gateway Test relates to the 'relevant' Parish Council,
- Update Appendix 5 to
 - o Specify the ability to instigate the triage process relates to the relevant Parish Council for or adjacent to the site.
 - o Revise the table such that applications under S73A (retrospective applications) and applications or requests to modify or discharge a S106 agreement are eligible to be triaged to the Gateway Test.

Updated Recommendation:

Whilst this Council notes its strong objections, including those raised by this Council to the significant changes passed by Parliament, which attracted objections from parties across the political spectrum due to the removal of a significant element of democratic oversight of planning decisions by democratically elected councillors, it nevertheless regrets that the Council has no option but to make the following amendments. Failure to do so is likely to result in the Council losing any remaining ability to exercise such democratic oversight of planning applications. The Council therefore has no choice but to comply fully with the legislation passed by Parliament and:

- Agree the process and procedure detailed in Appendix 4 (as amended by Revision A which amends the wording for parish council), with minor amendments delegated to the Director of Finance and Head of Regulatory Services in consultation with the Lead Member for Planning and the Chair of the Planning Committee.
- Agree the required changes to the constitution and as detailed in Appendix 5 (as amended by Revision A, which includes the ability for requests and applications to modify or discharge planning obligations to be eligible for triage to the Gateway Test, and the ability for retrospective applications to be eligible for the Gateway Test) to enable the new regulations, process and procedures to be implemented, including:
 - o Define the nominated officer(s)/member(s).
 - o Define Own Interest.
 - o Amend to confirm receipt of a petition can no longer trigger a committee call-in.
 - o Set the maximum number of Planning Committee at 13.

and any other changes required with minor amendments delegated to the Director of Finance and Head of Regulatory Services in consultation with the Lead Member for Planning and the Chair of the Planning Committee:

- Delegate authority to the Director of Finance in consultation with the Head of Planning Policy and Conservation to update the Statement of Community Involvement to align with the changes to the constitution, together with such other necessary changes

That public access to the report be immediate.

That public access to the decision be immediate.

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Appendix 4 (Revision A) –Process Notes

Triage Process for applications

Planning applications will be flagged as either being 'Delegated' or being 'Schedule 2' when they are received. This will be visible on the Weekly List, and on the planning application details online (in the area identified in Image 1 below). It will also be identified on neighbour and consultee notification letters.

In order to be considered under the Gateway Test, a request must be received:

- 1) from not less than three substantive Members of the Council's Planning Committee, or
- 2) from the relevant or adjacent Parish Council, or
- 3) from the Head of Regulatory Services.

And must:

- a) Be made in writing (email) using template to be produced by the Development Management team.
- b) Be received within the application's consultation period.
- c) In the case of a call in from Members of the Council's Planning committee, include the name of the Councillor making the request and the name of those Councillors supporting the request.
- d) Include the application reference number, address and proposed development.
- e) Include confirmation that the application is eligible for consideration under the Gateway Test (ie, it is a Schedule 2 application which the TRDC Constitution allows to be triaged).
- f) Include an explanation as to how the application:
 - i) Raises an economic, social or environmental issue of significance to the local area, or
 - ii) Raises a significant planning matter having regard to the development plan and any other material considerations.
- g) Include any other relevant planning considerations relating to this request.

Transitional Arrangement:

For those applications registered as valid prior to 31 October 2026, and falling within Schedule 2, and eligible for triage under the council's constitution, and subject of a committee call-in prior to 31 October 2026 under the arrangements in place at that time, the Nominated Officer will refer the application to the Gateway Test in accordance with the above.

Draft Gateway Test Process

Following receipt of a valid triage request for an application to be considered under the Gateway Test, the application shall be discussed at a Gateway Test meeting.

Gateway Test meetings

- Scheduled fortnightly.
- To take place virtually (MS Teams), but with provision made to hold them face to face.
- Attended by
 - Nominated Member(s), and
 - Nominated Officer(s).
 - Planning Case Officer for any case to be discussed will be in attendance to present the key planning issues.
- Discussions will not be noted/minuted but the outcome of the test, with explanation of the decision whether to refer to committee or not, will be recorded and published on the online planning register.
- An application may not go through the Gateway Test process until after the consultation period has ended. This is because Officers will need to have considered the merits of the application and any responses from local residents and consultees. These will be

- An application may go through the Gateway Test process more than once, if there is a material change in circumstances, policy, or to the merits of the case including as a result of the receipt of additional/amended information, or further consultee comments.

Image 1: Identifying where on the online planning record applications will be identified as 'Delegated' (ie Schedule 1, or those Schedule 2 not eligible for triage), or 'Schedule 2' (ie eligible to be triaged for the Gateway Test)

Appendix 5 (Revision A) - Proposed Changes to Constitution

- Insert definitions of
 - o Nominated Member
 - o Nominated Officer
 - o Own Interest
- Include Schedule 1 – applications that must be determined by an officer.
- Include Schedule 2 as set out in the table below – Applications that may be determined by a committee or by an officer, with the local amendments.
- Add details of the mechanism to instigate the Triage Process (including that this can be instigated by three members of the planning committee, the relevant parish council for or adjacent to the application site, or the Head of Regulatory Services) and the requirement for applications to pass the Gateway Test in order to be referred to committee, including the exceptions as set out in Table 1 Below:
- Part 3 – Responsibility for Functions
 - o Planning Committee at Page 3/7 – set maximum membership and review delegations
 - o Scheme of Delegation at Para 11.29 – Review and amend to reflect regulations
 - o Review and amend Proper Officer functions.
- Part 4 – Rules of Procedure
 - o Rule 18 – Petitions – Update (1)
- Part 5 – Codes and Protocols
 - o Planning Matters Guidance note to be updated
- Appendices – Officer’s Code of Conduct
 - o Para 4.2.1 (PDF Page 100) to be updated

The applications eligible for Triage for the Gateway Test will be set out in the constitution:

1. An application for listed building consent made under section 10(1) of the Listed Buildings Act (making of applications for listed building consent) (LBC) <i>A Schedule 1 application for planning permission connected to an application for listed building consent can fall within Schedule 2</i>	Eligible for triage to Gateway Test
2. An application made under section 19(1) of the Listed Buildings Act (variation or discharge of conditions of listed building consent)	Not eligible for triage to Gateway Test
3. An application for planning permission that the authority concerned considers is connected with an application of a kind specified in 1 and 2 above.	Eligible for triage to Gateway Test
4. An application for planning permission that is not (a) a householder application, (b) a minor commercial application, or (c) a minor residential application.	Eligible for triage to Gateway Test
5. An application made under S73(1) of TCPA 1990 (application to develop land without compliance with conditions previously attached) in respect of which the original	Eligible for triage to Gateway Test

planning permission was a Schedule 2 planning permission.	
6. An application made under S73A(1) of TCPA 1990 (planning permission for development already carried out) (RSP)	Eligible for triage to Gateway Test
7. In respect of a planning obligation that the authority concerned considers is connected with a Schedule 2 approval, a) A request to agree to modify or discharge that obligation under section 106A(1)(a) of TCPA 1990 (modification and discharge of planning obligations); b) An application to modify or discharge that obligation under section 106A(3) of TCPA 1990 (modification and discharge of planning obligations).	Eligible for triage to Gateway Test
8. A reserved matters approval application in respect of a large outline permission	Eligible for triage to Gateway Test
9. An application made under regulation 9(1) of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (application for express consent to display advertisement)	Eligible for triage to Gateway Test
10. An application made under regulation 16(1) of the Town and Country Planning (Tree Preservation) (England) Regulations 2012 (application for consent under tree preservation order)	Not eligible for triage to Gateway Test

Note:

For definitions of key terms, see The Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026

Urgent Question

20/10/2026

**Full Council
PART I**

**Urgent question
Councillor Debbie Morris**

At the Aquadrome Public Engagement meeting on 16 September, a member of the public asked: as there was no longer a park keeper or warden whether someone would be on site to patrol and keep an eye on things at the Aquadrome.

The response acknowledged that there hadn't been a park warden for a very long time but stated: "However, there is a member of council staff who lives on site and they are a member of our Grounds Maintenance Team. "They were said to be tied to the site which allowed for the gates to be opened and closed outside of normal officer working hours and ensure there is someone on site in case of emergency.

On the evening of 1 October, the first day of the 6pm Autumn closing time, a number of visitors, their dogs and cars were locked in at the Aquadrome. They could find no one on site to help them nor was there any signage directing them who to contact in this situation. At least one of them was very distressed.

By chance, a council worker appeared around 7.15pm and opened the gates. He told them that there had not been anyone living on site for a long time and that they were lucky he just happened to be dropping off his vehicle then, otherwise the gates would have remained shut all night.

- A) Is there a grounds maintenance team member living on site and if so, where and why wasn't he or she available on the evening of 1 October?

- B) What do the council propose to do to prevent situations like the one on 1 October recurring?

**Response from the Lead Member for Leisure, Councillor Chris Lloyd to
Councillor Debbie Morris' urgent question**

Is there a grounds maintenance team member living on site and if so, where and why wasn't he or she available on the evening of 1 October?

A). Yes, there is a member of the Grounds Maintenance team living on site. That member of staff is not contracted to be available beyond their working hours.

What do the council propose to do to prevent situations like the one on 1 October recurring?

B). There are no further actions for the council to take in relation to this. There are multiple signs of varying size displayed across the Aquadrome site, detailing the car park closing at 6pm from the 1 October. The adjustment to the 6pm closing time happens annually and is well advertised on site, along with advance warning on social media. The council does not provide an out-of-hour service and it is the responsibility of visitors to the site to be aware of the opening and closing times of the car park.

Urgent Question
Councillor Mike Sims

"Zionism is Racism" was a motion adopted by the Green Party of England and Wales on 4 October 2026 that designates Zionism as a form of racism.

Can the leader reiterate that this Council does not tolerate any form of antisemitism, discrimination or racism and that he will support in particular the Jewish community in Three Rivers during these challenging times.

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