APPENDIX 4

TERMS OF REFERENCE FOR THE STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT PANEL

1. The SHLAA Panel will primarily be established to provide external advice and guidance in relation to the shortlisting of those sites considered by Council Officers as worthy of more detailed consideration for housing development.

2. The Panel will consist of representatives from St Albans City & District Council (Estates, Housing, Development Control, Planning Policy, Conservation & Design and Landscape); the Home Builders' Federation; a Registered Social Landlord; a local property agent; the Environment Agency; Hertfordshire County Council; Hertfordshire Highways; Hertfordshire Biological Records Centre; and English Heritage.

3. Panel members will be expected to declare their financial or other interests in any site under discussion.

4. The names and contact details of Panel members will be recorded and included in an appendix to the final SHLAA document.

5. No payment will be offered by St Albans City & District Council for attendance at the Panel meeting. However, tea/coffee will be provided (and sandwiches, if sessions are longer than a morning or afternoon).

6. Decisions made by the Panel will be documented and will be published as an appendix to the final SHLAA document.

7. The SHLAA database remains the property of St Albans City & District Council and any changes to the SHLAA database, as a result of the Panel sessions, will be made by the Planning Policy team.

8. Initially, the Panel will meet to assess the suitability of all those sites on the Council's 'long list' for residential development. 'Suitability' will be assessed in relation to the agreed policy and physical constraints set out in the Stage 1 Assessment forms for Urban and Green Belt sites. However, it is possible that selected members of the Panel may also be invited to reconvene at an appropriate stage(s) in the SHLAA process to discuss matters such as estimating site capacity or viability or overcoming site constraints.