

2025

Planning and Transport Committee

Terms of Reference



MARLOW
TOWN COUNCIL



Planning and Transport Committee Terms of Reference

Adopted: 2025

Review Date: 2026

1. Purpose and primary responsibility

The Planning and Transport (PT) Committee will determine the Council's responses to all planning applications on which the Council is consulted, and shall consider all matters relating to planning policy, infrastructure, and development. In accordance with The Local Government Act 1972.

Formation - The committee will consist of a minimum 5 members and 1 officer but may co-opt external professionals in an advisory or support capacity; however, those members would not have voting rights.

Quorum - A minimum of three members of the committee must be present for the meeting to be quorate. Where a meeting of the Committee is not quorate, planning applications may be considered by the Chair of the Committee and the Town Clerk in accordance with Standing Orders and their comments shall be sent to the Planning Authority.

Chair -The Chair of the committee will be appointed at the Annual Meeting.

Review and appointment-The committee will be appointed at the annual meeting. The committee will review the terms of reference from time to time taking into account any proposals or recommendations from the Council's Steering Group and by cross-reference to other committees.

2. Accountability

- All matters affecting planning e.g., statutory, local plans and local application consultee comments.
- Enforcement matters.
- The making of representations in respect of appeals against planning permissions or refusals.

- Consider and make representations with respect to planning applications outside the Town boundary, which the committee deems to have an effect on the town, residents, businesses or community.
- To consider and monitor the Town and other Developmental plans and the making of appropriate representations.
- To consider licensing applications submitted by the Local Licensing Authority and to authorise the Town Clerk to submit the observations, recommendations or objections of the Committee to such applications.
- To provide and maintain bus shelters, public seats, amenity planting, litter and dog bins.
- To facilitate town improvement and economic development initiatives including those of the town centre and to make recommendations on related matters and liaise as appropriate with other agencies.
- To act on matters related to public highways including footpaths and bridleways.
- To consider and make representations on highways and transportation matters.