



LITTLE MARLOW PARISH COUNCIL

TERMS OF REFERENCE PLANNING COMMITTEE

Resolved at the Parish Council Meeting on 6th July 2021

1. Members

Three to Five Parish Councillors appointed annually at the Annual Council Meeting. The Committee is a committee of the Full Council and shall operate within the terms of reference set by Little Marlow Parish Council.

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year.

2. Terms of Reference

The Terms of Reference of the Planning Committee will be reviewed at the first meeting of the Committee after the Annual Council Meeting, or when necessary and appropriate recommendations made to Full Council.

3. Quorum

The quorum of the Committee shall be three Members.

4. Voting

Only Committee members may vote. In the case of an equal vote the Chairman shall have a second or casting vote.

5. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

6. Minutes

All Minutes shall be open for inspection by any Member of the Public or Parish Council.

7. Meeting Frequency

Meetings will be held on an approximately six-weekly basis, in the week prior to the Full Council meeting.

8. Training

Committee members should attend a planning training session following their appointment unless they have done so in the previous three years.

9. Specific Delegated Powers:

The Committee shall be responsible for deciding the Council's response to all planning applications received by the Council, and submitting comments via the Clerk to Buckinghamshire Council, unless they or another member of the Council think that a planning application should be considered by Full Council.

Last Reviewed: 6th July 2021

To be Reviewed: ACM – May 2022