



ITCHEN VALLEY PARISH COUNCIL

Planning Committee: Terms of Reference

“A local (parish) council has the right to claim notification of planning applications. These must relate to land in the locality and include an application for planning approval. The council has 14 days to respond to any application of which it has been informed or longer if it can negotiate a longer term.

The planning authority must, within its 21 days consider the local Council’s representation within its statutory or negotiated time”. Charles Arnold Baker 9th Ed. 2013.

Membership:

- a) The Planning Committee is a Committee of the Full Council, with responsibility for planning matters which are delegated to it by full council. If feasible its membership will comprise one Councillor that resides in each of the villages in the Parish: Avington, Easton, Itchen Abbas and Martyr Worthy
- b) A quorum shall be two Councillors;
- c) The Committee will be elected annually at the Annual General Council meeting.
- d) The Chairman of the Committee will be elected annually at the Annual General Council meeting.
- e) The Committee will abide by the IVPC Code of Conduct.

2. Conduct of Meetings:

- a) The Committee will be convened in accordance with the Parish Council Standing Orders
- b) Meetings will be minuted by the Clerk to the Council or a member of the Committee
- c) Committee meetings will be held in the third week of the month or as part of a Full Council meeting in the first week of the month.
- d) An Agenda will be posted three days in advance of a meeting on the Parish Council’s website and the Parish Council notice board in Itchen Abbas.
- e) All Planning Applications will be individually listed on the Agenda and decisions individually minuted and published on the Parish website.
- f) All meetings will be open to the public and the press.
- g) The Committee will reach decisions by a majority.
- h) If no applications have been received a Planning Committee meeting will not be held.

3. Duties of the Committee

- a) To consider planning applications in the Itchen Valley Parish Council area and to:
 - a. decide whether to support, object or make no comment.
 - b. submit any additional comments and recommendations.
- b) To make representations in respect of appeals against the refusal of planning permission
- c) To identify and make representations to the relevant authorities in respect of matters considered to be potential breaches of planning regulations.

- d) To canvas opinion about an application and to consult with other relevant bodies, where appropriate. On-site meetings may be arranged in agreement with the Chairman of the Committee prior to the Planning Committee meeting. Where an on-site meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance.
- e) The Chairman will decide if the application is of sufficient public interest that it should go to a Full Council meeting for comment
- f) To liaise with Winchester City Council and the South Downs National Park on the preparation of Local Plans and other planning issues and where appropriate to
 - a. engage the local community in the planning process
 - b. confirm any representations with the Full Parish Council before submission.
- g) To monitor the outcome of Planning Committee submissions and the Planning Authorities' decisions

4. Responsibilities of Committee members.

- a) To undertake HALC training about the Planning Framework
- b) To have a working knowledge of the: -
 - a. South Downs National Park local plan
 - b. Winchester City Council local plan
 - c. Itchen Abbas Village Parish Plan
 - d. Conservation Area assessments for Avington and Martyr Worthy
- c) Not to predetermine a planning application before a Planning Committee meeting

5. Administrative Arrangements (for information)

- a) The South Downs National Park and Winchester City Council Planning Application lists are received by the Clerk weekly and passed to members of the Committee electronically if there are any applications or decisions for the Parish Council's consideration.

Approved by the Council on 2 May 2018
 Minute No.18.028.....

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 Chairman, Itchen Valley Parish Council

Role of the Parish Council in the Planning Process

The role of the Parish Council is to make comments and observations to the Planning Authority based on local knowledge, the contents of the Parish Plan and on commentaries received from residents. The Parish Council's comments must fit with the local development framework (LDF) and they must be material, otherwise they will be ignored. The Parish Council does not have the power to approve or veto a planning application.

Examples of issues the local Planning Authority can normally consider as a material planning consideration:

- Design and appearance;
- Effect on listed building(s) and conservation areas;
- Access and highways safety; traffic generation, servicing and adequate parking
- Layout and density of buildings;
- Public visual impact and amenity (not loss of private individual's view);
- Noise and disturbance from the scheme; including disturbance from smells;
- Loss of ecological habitats;
- Loss of trees;
- Overbearing nature of proposal;
- Overlooking and loss of privacy and overshadowing
- Risk of increased crime
- Economic Impact
- Flood risk.

Examples of issues the local Planning Authority cannot normally consider as a material planning consideration:

- Loss of view;
- Damage to property;
- Loss of value to private individual property;
- Building and structural techniques;
- Disruption during any construction phase; Time taken to do the work;
- Boundary disputes including encroachment of foundations or gutters;
- Private covenants or agreements; Private rights to light; Private rights of way;
- The applicant's personal conduct or history; The applicant's motives;
- Potential profit for the applicant or from the application;
- Business competition; loss of trade and competitors;
- Age, health, status, background and work patterns of objector;
- Capacity of private drains;
- Alcohol or gaming licences.

In considering representations by the Parish Council the Planning Authority:-

Must make a decision in accordance with the development plan, unless there are material considerations that indicate otherwise

Must consider **all** relevant planning issues associated with a proposed development. Parish Councils may be able to offer particular insights or detailed information which is relevant to the consideration of the application.