



Planning Committee

Terms of Reference

1. Membership:

1. The Planning Committee is a Full Committee of the Parish 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. The Chairman of the Council is a member of the Committee.
2. A quorum shall be a third of Councillor members with a minimum of three.
3. The Committee will be elected annually at the Annual General Council meeting.
4. The Chairman of the Committee will be elected annually by the members of the Planning Committee.
5. The Committee will abide by the IVPC Code of Conduct.

2. Conduct of Meetings:

6. The Committee will be convened in accordance with the Parish Council Standing Orders.
7. The meetings will be minuted by the Clerk to the Council or a member of the Committee.
8. 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.
9. An Agenda will be posted three days in advance of a meeting on the Parish Council's website and notice board in Itchen Abbas.
10. All Planning Applications will be individually listed on the Agenda and decisions individually minuted and published on the Parish website as part of the minutes.
11. All meetings will be open to the public and the press.
12. The Committee will reach decisions by a majority.



13. If no applications have been received a Planning Committee meeting will not be held.

3. Duties of the Committee

14. 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.
15. To make representations in respect of appeals against the refusal of planning permission
16. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
17. 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 onsite meeting is arranged all members of the Committee shall be notified, but not all have to be in attendance.
18. The Chairman will decide if the application is of sufficient public interest that it should go to a Full Council meeting for comment.
19. 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.
20. To monitor the outcome of Planning Committee submissions and the Planning Authorities' decisions

4. Responsibilities of Committee members:

21. To undertake HALC training about the Planning Framework



22. 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, Chilland, Easton and Martyr Worthy

23. Not to predetermine comments on a planning application before a Planning Committee meeting

5. **Administrative Arrangements** (for information)

24. The South Downs National Park and WCC application notifications are received by the Clerk and passed to members of the Committee electronically for the Parish Council's consideration.



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.

Adopted by IVPC Full Council on 22nd July 2021.

Minute Number:

Signed: _____

Chairman IVPC