



TERMS OF REFERENCE - PLANNING COMMITTEE

Prime objectives of the planning committee

To ensure that decisions on planning and other matters referred to the committee balance the wishes of the applicants with those of other interested parties and take account of the character and amenities of the parish. To annually identify key tasks for the coming year.

1. Membership of the Planning Committee

- i) Membership of the committee will be as decided at the Annual Parish Council meeting each year.
- ii) The chairman and vice-chairman of the Parish Council shall be ex officio members.
- iii) The committee shall be subject to a quorum of three of its members.

2. Chairman

- i) The chairman of the planning committee will be elected by the committee at its first meeting after the Annual Parish Council meeting.
- ii) The vice-chairman will be elected by the committee at its first meeting after the Annual Parish Council meeting.

3. Conduct of Meetings

- i) All meetings of the Planning committee will be convened in accordance with the Parish Council's standing orders.
- ii) Meetings will be minuted by a member of the committee.

4. Powers of the Planning Committee

The planning committee shall be empowered to:

Request an extension to the deadline for comments from Winchester City Council planning department on behalf of Badger Farm Parish Council if a full council meeting is scheduled to be held after the deadline for responses to the application.

To examine each application and decide whether to recommend either an 'Objection' or 'No Objection' to the Planning Authority (except in 4 below).

Decisions should be based on the following agreed planning grounds:

- i) Compliance with current planning policy guidelines, at both national and local level
- ii) Effect on neighbours

- iii) Effect on amenity
- iv) Effect on traffic and highway safety
- v) Prevention of over-development
- vi) Effect on street scene and landscape
- vii) Acceptable high standard of design
- viii) Effect on sustainability of services
- iv) To respond on the Parish Council's behalf to consultations regarding planning issues or issues, including the infrastructure of Badger Farm which may have an impact on planning.

5. Responsibilities and Areas of Operation of the Planning Committee

- i) To consider planning applications in respect of properties and any land or development in Badger Farm and to decide whether to support or object on the Parish Council's behalf.
- ii) Submit comments and recommendations on the Parish Council's behalf to the W.C.C. as required.
- iii) To study relevant plans, visit relevant sites and consider any comments from members of the public before deciding whether to submit comments or recommendations of support or objection.
- iv) To ensure that any objections or recommendations are based solely on planning criteria.
- v) To consider consultations and correspondence regarding planning issues or issues, including the infrastructure of the parish, which may have an impact on planning at local, regional or national level, and to respond on the Parish Council's behalf as appropriate.
- vi) To take note of decision notices in respect of planning applications received from Winchester City Council planning department.
- vii) To take note of any new legislation or regulations, changes in policy or other developments affecting the planning process, and any briefings received, and to participate in any relevant training.

6. Planning Application Process

- i) Ensure that all responses to all planning applications are made within the time specified on the Planning Application notice. All grounds for 'Objection' must be clearly stated with the appropriate policy annotated.

7. Planning Appeals

- i) Planning committee to consider all appeals and recommend comments to council for submission to appropriate authority – Planning Inspectorate, Winchester City Council.

8. Site Visits

- i) Where necessary, make use of site visits to establish grounds for approval or objection to any planning application.
- ii) At least two members should make site visits to enable a balanced opinion to be reached and, for safety the of the councillors making the visit.

9. Notice to Public

- i) Notify in writing or by visitation, residents that, in the opinion of the committee, could be particularly affected by planning applications. Advise where and when details of the application will be available for review.

10. Public Involvement

- i) Permit affected residents or their nominated representatives to address the committee and full council on a specified application.

11. Decisions by the Planning Authority's officers

- i) If appropriate, exercise right of referral to the Planning Authority.
- ii) For planning applications submitted, check that the planning committee received notification of all planning applications.
- iii) For planning applications denied, note the Planning Authority's decision.

12. Correspondence

- i) Answer all relevant correspondence within two weeks and check any resulting actions have been implemented.

13. Representation

- i) Provide representation for any relevant Winchester City Council meetings and committees for seminar, briefing and training sessions appropriate to the planning committee's Terms of Reference.

Date adopted	8 th July, 2019
Date of review	July 2023