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Compton and Shawford Parish Council

PO Box 565, Winchester,
Hampshire SO23 3HG

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Planning Portfolio Holder Terms of Reference

1. The planning portfolio holder represents Compton and Shawford Parish Council in all planning and development matters referred to Compton and Shawford Parish Council by Winchester City Council, and other Planning Authorities, including Hampshire County Council and the South Down National Park Authority.
2. The planning portfolio holder and appointed deputies should attend relevant planning training sessions.
3. In the case of responses to planning application, the planning portfolio holder may agree to a response by email.
4. Planning applications shall be circulated, normally by e-mail, to all team members as soon as possible after receipt by the Parish Clerk from the Planning Authority.
5. At least 48 hours before any meeting of the planning team, team members will normally circulate to each other their comments on applications.
6. If three councillors consider an application to be of great importance to the parish, they may ask the planning portfolio holder for a deferral to pass the decision either to the next full Council Meeting of Compton and Shawford Parish Council or, if a time regulated decision is required, arrange for an extraordinary meeting to be called.
7. The planning portfolio holder has an obligation to ensure that all comments are made available to the Parish Council in reasonable time prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) considered at the Parish Council meeting.

8. The Main Functions of the Planning portfolio holder will be:

! To consider local planning applications and other planning issues relating to the Parish.

! To seek to ensure that the general environment within the parish is monitored, so far as is possible, and to report to the appropriate authority any potential hazards, breaches, etc.

! To bear in mind environmental aspects when considering planning applications.

! To seek to ensure high standards to planning for all new developmental activity within the Parish and to seek to ensure that any development is commensurate with the character of the Parish.

9. The planning portfolio holder may canvas opinions for and against applications to assist with fair determination of applications. There is an obligation to ensure that relevant parties are given an adequate hearing - applicants, as well as objectors, in accordance with the Parish Council Standing Orders.

10. The planning portfolio holder will submit recommendations to the Planning Authority, or other relevant body, and will ensure that communications arrive within the timescale required by the Planning Authority. Such comment will also be copied to the Parish Clerk and appropriate District or County Council member.

11. Should the planning portfolio holder feel that a planning application is contrary to the Village Design Statement, Parish Plan or Winchester City Local Plan, then the application should be brought to the attention of the Councillors at the next Council meeting or, if time does not permit, via email.

12. The planning portfolio holder should take into consideration any comments from Councillors, and whether there has been a significant number of local objections or creates a precedent, before recommending that a formal objection should be submitted.

13. Once the Council has agreed to the submission of a formal objection (or if time does not permit the Chairman has given his/her approval), the planning portfolio holder will comment on the relevant form, which will be forwarded to the WCC case officer, and copied to the Clerk, Chairman and the ward's three District Councillors.

14. Where an application is subject to an appeal, the planning portfolio holder is authorised to make written representation or to elect a council member to attend the hearing or inquiry to present the council's views to the Planning Inspector.

15. The planning portfolio holder may nominate a representative to attend the Planning Authority's Planning meetings to represent the Council's views in respect of planning applications.

16. Site meetings are arranged by Winchester City Council, as necessary, and where notified of a site visit, at least one member of the planning team should attend, where possible.

17. The planning portfolio holder has a policy not to enter into or offer pre-application advice or comment, except in extraordinary cases as determined by the Council.

18. Minutes of all team meetings and a record of all planning applications, the responses and eventual results shall be reported to the full council and noted in the minutes.

All external correspondence should be conducted through, or at least, copied to the Parish Clerk and a copy of all relevant correspondence should be kept by the Parish Clerk on behalf of the Parish Council

19. The planning portfolio holder is responsible for the development and maintenance of any documents and records necessary for the effective fulfilment of duties as listed above. These should be made known to members joining the planning team for the first time.

20. These Terms of Reference for the Planning and Development portfolio holder shall be reviewed annually at the Annual Meeting of Compton and Shawford Parish Council.

David A Drake
Clerk
4 September 2018

Appendix 1:

Documents to be brought to the attention of new members of the Planning and Development Team include:

- 1) The National Planning Policy Framework
- 2) All documents under the Planning Policy section of the Winchester City Council web site. Some have greater relevance and use, and new members of the team are advised to consult the planning portfolio holder or clerk for advice on the currently most useful documents
- 3) Winchester City Council Local Plan.
- 4) Relevant policies and proposals in Hampshire Minerals and Waste plans - for up to date information visit the [Hampshire County Council web page](#).
- 5) National policy guidance in the form of Planning Policy Statements, Planning Policy Guidance notes, Statutory Instruments and Circulars are also taken into account, which can be viewed on the [Communities and Local Government](#) website.
- 6) The Conservation and Listed Buildings section of the Winchester City Council web site.
- 7) Conservation Area statements for Compton Street/Place Lane areas.
- 8) Village Design Statement