



Abbots Ann Parish Council Planning Terms of Reference

This document sets out the protocol the Council members must follow, when considering planning applications.

Procedures for dealing with Planning Applications

- All members of Abbots Ann Parish Council will consider planning applications
- The quorum of the Committee is per the Council's standing orders.
- The Committee shall undertake the following roles and functions:

Purpose

To make recommendations;

In relation to the approval or otherwise of any development plan or strategy proposals under planning legislation affecting the parish;

In respect of representations to the Local Planning Authority in support of any application;

In relation to any arrangements between the Parish Council and the Local Planning Authority about the involvement of the Parish Council in the discharge of planning functions;

To make representations to the Local Planning Authority on any application referred to the Parish Council and on any other planning matter that affects the parish.

Process for considering planning applications

The Clerk will receive all planning applications by post directly from Test Valley Borough Council Planning Department.

Members of the Parish Council will use TVBC's Planning Portal to review applications before the meeting. Hard copies of applications as received will be available at the relevant Council meeting.

The application will be advertised as an agenda item at the next Council meeting due to be held.

The Parish Council will consider as to whether the Council support or object to the proposal at the meeting as advertised.

Once a proposal has been passed as to whether to support or object to an application, the Clerk will record this within the Minutes and respond to TVBC Planning Department in the appropriate manner and timeframe.



Should the public expiry date fall before the next available Council meeting then the Clerk will confirm the determination deadline with TVBC Planning Department and ensure comments can be submitted before that deadline.)

The Parish Council will have the right to call an extraordinary meeting where necessary, should an application response date fall outside of an upcoming Council meeting and members agree a meeting is appropriate.

Members of the Parish Council, as individuals, are not lawfully able to predetermine any decision to support or object a proposal. All decisions must carry a majority vote. Any Councillor that appears to have a predetermined vote will not be able to partake in any future voting process in relation to the proposal or they will be open to legal challenge by judicial review.

Declaration of Interests:

Any member of the Parish Council who has a pecuniary interest should not comment on the application and must not influence the response in any way.

Adoption and Amendment History

Document to be considered for adoption at the meeting to be held on Thursday 3rd September 2015.

Adopted: 3rd September 2015 Minute item 6e

Revised and adopted: 11th May 2017 Minute item 11d

Next Review: June 2020

Policy Owner: Proper Officer