

**OTTERBOURNE PARISH COUNCIL
PLANNING AND HIGHWAYS COMMITTEE
PROTOCOL FOR DEALING WITH PLANNING APPLICATIONS**

This Committee will:

1. Have a standing responsibility to examine all planning applications and appeals affecting the Parish and shall WITHOUT reference to the Council make known its Comments thereon to the local planning authority within the statutory time limits imposed.
2. Consider the application of Tree Preservation Orders in the Parish and make appropriate recommendations in this connection to the local planning authority within the statutory time limits imposed.
3. Ensure that at least one member of the Committee will visit the site of the planning application so that he/she is fully informed about the location and the proposal and the impact it may have on that site or on neighbouring properties. Such member will give report to the Chair of the Committee of their findings so that the Committee has all possible information available to it when considering the matter.
4. Send Comments on all planning applications received to the Committee Chair at least three working days prior to the application's Closing Date for Comments.
5. Attend a Committee meeting or other Public meeting or Working Party if convened by the Committee Chair.
6. Ensure that a Councillor who is a member of the Committee will, if necessary, have authority to attend a Planning Committee meeting of the District or County Council to speak on behalf of the Parish Council where appropriate. A mileage allowance for attending such meetings will be paid by the Council.

The Chair of this Committee will:

1. Receive planning applications in paper copy sent by the District or County Council and make them available for viewing by any member of the Committee or public unable to access them via the Local Authority website.
2. Email details of all planning applications received to all Committee members with a paper copy provided to any member not on email. Details will include the Case Number for members to visit the website and view the application online.
District: <http://planningapplications.winchester.gov.uk/PlanningWeb/search.aspx>
County: <http://www3.hants.gov.uk/environment>
3. Share all relevant information received ref item 3. above with all Committee members.

4. Convene a Committee meeting or other Public meeting if requested by at least three Committee members.
5. Review all Comments received from Committee members and determine the final Comment for submission to the Local Authority. Send the final Comment to the Clerk at least one working day prior to Closing Date for Comments with instruction to submit.

Adopted: Otterbourne Parish Council meeting 18 May 2021