



**SWANMORE PARISH COUNCIL**  
**TERMS OF REFERENCE**  
**PLANNING & HIGHWAYS COMMITTEE**

Membership shall be a minimum of five members of the Parish Council  
Quorum shall be three members of the Committee

Members are expected to prepare for every meeting and consider each item on the agenda sufficiently enough to form an opinion on any matters requiring a decision.

The Planning & Highways Committee will meet monthly on a Tuesday.

Should planning application(s) be received that require a response before the next scheduled meeting, the Planning Officer will be informed of the earliest date the application(s) can be considered and a request made for it(them) to be deferred, if this is not possible, Delegated Powers will be used.

**Delegated Powers**

To delegate to the Proper Officer (Executive Officer (EO) or Deputy Executive Officer (DEO)), after consultation with the Chairman and two other Planning & Highways Committee members, consideration of planning applications and respond on behalf of the Planning & Highways Committee where the Planning Authority requires a response before the next planned meeting of the Planning & Highways Committee.

In such circumstances it is the responsibility of interested parties to formally respond to Winchester City Council through the planning process.

**Planning**

- A. To consider the planning applications received from WCC and to make appropriate comments on behalf of the Parish Council.
- B. The EO/DEO will maintain a list of all planning applications affecting the Parish together with decisions made by WCC and report to the Planning & Highways Committee.
- C. To arrange public meetings with local residents and WCC Planning Department on any major developments which are proposed for the Parish.
- D. To ensure that appropriate representation is made at all Planning Appeals, either written or oral, and to maintain a register of the outcome of all appeals.
- E. To ensure that the views of the Parish Council are represented at any reviews of planning documents or regulations.
- F. Members must be willing to attend meetings of the Winchester Planning Development Sub-Committee (PDC) when Swanmore Parish Council has raised an objection to an application and this is contrary to the recommendation of the Planning Officer.

Procedure as follows: On receipt of confirmation that an application has been referred to the PDC agreement will be reached on who should attend on behalf of the Parish Council. The member must prepare the objection statement to be agreed by at least one other Committee member and passed to the EO/DEO for file.

Members are expected to prepare for every meeting and should consult the WCC planning website to research all applications on the agenda sufficiently enough to form an opinion as to whether the planning application should be supported or provide reasons why not.

### **Highways**

To monitor the state of upkeep and general maintenance of all highways and footways within the Parish boundary, including problems caused by overgrown or overhanging foliage and damage to verges, and to ensure that appropriate action is taken by landowners or the Local Authority.

Any requests for the use of CIL funding be included in the Swanmore Parish Council Forward Plan and when funds are available, included in the budget for the financial year. Any estimates for operational and maintenance costs to be provided by mid-October for consideration by the Finance Committee in December.

### **Street Lighting**

- A. To ensure that all street lights which are the responsibility of the Parish Council are maintained in a satisfactory manner by using the most cost effective method.
- B. To plan for and to provide any additional street lights which are considered to be necessary for safety reasons or for the convenience of parishioners in particular locations.
- C. To provide, by mid October each year, an estimate of the operational and maintenance costs in the following financial year and estimates of the cost of any proposed improvements. These estimates are to be in sufficient detail to permit informed consideration by the Finance & General Purposes Committee and by the Parish Council. Any requests for the use of CIL funding be included in the Swanmore Parish Council Forward Plan and when funds are available, included in the budget for the financial year.

## **4 Forward Plan**

To review, update and monitor delivery of the Forward Plan in May (text changes) and October (budget purposes).

(Last reviewed May 2023)