

**HAMBLE-LE-RICE PARISH COUNCIL  
PLANNING HIGHWAYS AND INFRASTRUCTURE COMMITTEE  
TERMS OF REFERENCE (Version 3)**

**INTRODUCTION**

1. The Planning, Highways and Infrastructure Committee has been established by the Council in order to provide proper scrutiny of planning applications, enforcement action and policy development including the Local Plan, which will impact upon the community. This will be focused primarily on the village but may also include applications and programmes of work outside of the village that impact upon it, as well as policy that affected the whole borough.
2. Its principal role will be to respond to statutory consultations from Planning Authorities (including Minerals and Waste Authority), Licensing Authorities (including events, alcohol and street trading), other statutory agencies such as the River Hamble Harbour Authority, specialist bodies or groups (Solent Recreation Mitigation Partnership) and infrastructure and utility providers.
3. The Committee will also provide advice and guidance to the full council where applications are sufficiently large or controversial to justify the involvement of all members of the Council and/or an exceptional public meeting.

**MEMBERSHIP**

4. Members and Chairman of the Planning Committee will be appointed by the Council at its Annual Council Meeting or at another time during the year if needed. Additional councillors with relevant professional experience may be co-opted as needed.
5. Where appropriate the contribution of expert witnesses or services will be sought by the Committee on an as and when basis.
6. Representations will also be sought where appropriate from householders, developers/land agents specialist advisors and members of the community.
7. The Chairman of the Council is an ex officio member but may also be a member in his or her own right.
8. The committee comprises 5 members. A quorum of three members is required to transact business.

**CONFIDENTIALITY**

9. All members must preserve confidentiality of discussions held at meetings where that information is deemed to be 'exempt business'. (When the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature

of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.") This could include pre application discussions with applicant, cases where planning enforcement is being sought or where there is legal action pending.

## **DELEGATED POWERS**

10. The Planning Committee has delegated powers to respond to individual planning applications presented to it. It will also respond on behalf of Council to specific consultations related to highways or infrastructure projects. An application that is significant to the whole of the Parish the application will be referred to Council for consideration. Significant will be defined as sites in excess of 25 homes, large business applications or projects that effect the whole village such waste and mineral applications.

## **REMIT OF THE COMMITTEE**

The Planning Committee will consider

- All Planning Application Consultation Requests – it may decide to delegate to the Clerk or not respond on certain types of applications such as straight forward householder applications
- Review material and evidence submitted in support of an application
- Provide opportunities for residents to comment on applications and ensure that the committee understands local sentiment regarding specific applications
- Attend planning hearings and inquiries where appropriate including given written and oral evidence
- Reviews Area Character Appraisal, Conservation Policy and other planning documents that relate to the village and its environment
- Receive updates on Planning breaches and enforcement action
- Consider emerging policy from Eastleigh Borough Council as part of its plan making arrangements as well as adjoining and relevant planning authorities including waste and minerals
- Consider all event, street trading and alcohol license applications within the parish
- Formulate new policy for inclusion either in the Local Plan, a Village Design Statement or a Neighbourhood Plan.
- Consider the detail of any planning applications that the Council needs to make in the management of its assets
- Undertake annual audits of its decisions on applications to understand the impact of its decision making.
- Identify areas of concerns to statutory bodies that fall within the remit of the Committee such as congestion, water, quality, air quality, telecoms and networks, coastal erosion etc.
- Ensure that the Council has a clear list of priorities which can be referred to when Planning Authorities are negotiating planning obligations or CIL payments.

## **WAYS OF WORKING**

11. Members of the Committee must remain open minded on planning matters and not predetermine their position ahead of the matter being formally considered. Failure to do this will result in the councillor being unable to comment or vote on an issue.
12. The Committee will give equal weight to all information that is submitted but it will make its decisions based on material planning considerations and public concerns
13. Members of the committee will ensure that they undertake training and development to ensure they are capable of making good decisions

## **RECORDING OF DECISIONS.**

14. All meetings will have proper minutes taken and other records kept, as required.

### **Amendment Record**

Version 1: Initial Issue

Version 2 Updated to reflect wider issues of infrastructure and highways –  
12.02.18

Version 3: Updated to include reference to licensing applications – 11.08.20