

**OTTERBOURNE PARISH COUNCIL  
PROTOCOL FOR DEALING WITH PLANNING APPLICATIONS**

The Planning and Highways 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 Comment thereon to the local planning authority within the statutory time limits imposed.
2. Consider the application of Tree Preservation Orders in the Parish with the advice of the Tree Warden 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 Lead Councillor/Chair of the Committee for planning applications 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 Lead Councillor/Committee Chair by the given date ref. item 1. below.
5. Attend a Committee meeting or other Public meeting or Working Party if convened by the Lead Councillor/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 Lead Councillor/Chair of the Planning and Highways Committee will:

1. Email details of all planning applications received to all Committee members with request for comments for submission by email to the Lead Councillor/Committee Chair. Committee comments to be received by a given date that enables sufficient time to summarise comments to forward a final Comment for submission to the Clerk ref. item 5 below.
2. Details will include the Case Number for members to visit the website and view the application online.  
District: <https://www.winchester.gov.uk/planning>  
County: [Simple Search \(easthants.gov.uk\)](http://Simple Search (easthants.gov.uk))
3. Share all relevant information received ref item 3. above and any other relevant information or history 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.
6. Report all planning applications received, final Comment submitted and planning decisions from WCC at the next meeting of the full Council.
7. Receive Enforcement Complaints from WCC, review and follow-up with the Case Officer as may be necessary and update the Committee on the monthly status.

**Adopted: Otterbourne Parish Council meeting 21 May 2024**