

Itchen Stoke & Ovington Parish Council

Scheme of Delegation & Procedure

Responding to Planning Applications

The Parish Council is invited to assess and respond to planning applications both within the Parish boundary and occasionally beyond, on behalf of its residents by the Local Planning Authority (LPA).

The Parish Council is not the Local Planning Authority (LPA) and does not decide whether an application may receive permission, but is a statutory consultee in the planning process, and as such its opinions hold no heavier weight than any resident of the Parish.

The Parish Council is not duty bound to consult its residents, having been duly elected to represent them at an election of the Parish, held by and within the Winchester City Council District.

It is the duty of the LPA however, to consult neighbouring properties likely to be affected by an application by letter, to erect a yellow notice in the vicinity of the application site and to advertise the application in the local press, giving an expiry date for responses to the LPA.

The Parish Council, in view of the size of its population, meet on a quarterly basis in a public setting. As a consequence, it is not possible to consider all planning applications within the required timeframe at a Full Meeting of the Council and therefore the Council may delegate the consideration of a planning application to no less than three Members of the Council, who may if appropriate (not having a Pecuniary Interest in the application) visit the site and arrange to discuss the application, either in person, on the telephone, or via email or web programme. This is not a formal public meeting and therefore does not require an agenda for or, minutes of, the meeting or discussion.

Once an opinion is formulated and drafted on behalf of the Council, the Chairman or the Clerk will write to the LPA or, lodge the response on the LPA's website by the expiry date given for the application.

The LPA for our Parish is either the Winchester City Council or the South Downs National Park depending on the site and nature of the application and links to both are published on the Parish Council's website. Details of past and current planning applications can be found on the relevant LPA's website.

This Scheme of Delegation is formally adopted at the Full Meeting of the Council held on 9th December 2020. Minute Reference 20.31 ii).

Clerk to the Parish Council
Lorraine Wheeler