

# Strumpshaw Parish Council

## Policy Regarding Consultation on Planning Applications

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### 1. Introduction

Strumpshaw Parish Council is mindful that it has an important role in relation to planning applications as a consultee in the planning process. Responses to those applications must be within a specified time frame, usually 21 days. It means that not all planning applications can be considered by Council at its scheduled meetings.

There is a need for transparency in this process. This policy is written to explain how the council will deal with planning applications, enabling both Councillors and the public to involve themselves effectively with that process.

In the event of an application being received from a member of the Parish Council, or an application appears to be large or contentious, an extra meeting will be convened, the Clerk may also request an extension to the response date.

To ensure all consultations on planning applications are dealt with in time, Council has delegated powers to the Clerk to facilitate the responses of the Council to planning matters (*resolved xx/xx/xx minute ref*), on the outcome of an email consultation with Parish Councillors, where a meeting will not be held before a planning deadline.

### 2. Responses to Planning Applications

The Planning Authority will notify the Parish Council of planning applications relevant to them by email, responses are requested within 21 days of the notification.

It is possible to obtain an extension to these 21 days, however the outcome of any request is at the discretion of the Planning Officer. All plans are available to view on the local planning authority's website <https://www.southnorfolkandbroadland.gov.uk/planning-applications/find-planning-application> Or <https://planning.broads-authority.gov.uk/online-applications/>

#### 2.1. Dealing with applications at Parish Council Meetings

Where possible, the Parish Council will consider planning applications at its meetings and those applications will be detailed on the agenda. At the meeting, the plans will usually be projected onto a screen.

The Parish Council will consider applications in line with the Strumpshaw Neighbourhood Plan, the Planning Authority's Planning Policy guidelines and 'material consideration.'

**What are material considerations?**

A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Material considerations can include (but are not limited to):

Overlooking/loss of privacy, loss of light or overshadowing, parking, highway safety, traffic, noise, effect on listed building and conservation area, layout and density of building, design, appearance and materials, government policy, disabled persons' access, proposals in the Development Plan, previous planning decisions (including appeal decisions), nature conservation.

However, issues such as loss of view, or negative effect on the value of properties are not material considerations. There is no set list defining material considerations, the Local Planning Authority will decide what is deemed to be 'material'.

Members of the public are welcome at all Parish Council meetings and there is an opportunity to speak should they wish, in the public participation forum.

The period designated for public participation at a meeting shall not exceed 15 minutes (unless directed by the Chair of the meeting) and a member of the public shall not speak for more than three minutes.

## **2.2. Dealing with applications outside of the Parish Council meeting**

The Parish Council has given delegated powers to the Parish Clerk in respect of planning applications. If there is no scheduled Council meeting before the end of the consultation period, the Clerk will alert all members of the Parish Council to the application via email.

Councillors will be requested to respond to the email within the deadline given. The deadline will be no less than five clear days from when the email is sent.

Councillors can respond with 'no objection' with or without comments, 'no comments,' request an extraordinary meeting, or 'object' with comments for the Clerk to collate into a response. This response will be noted at the next meeting.

In the event of an application being received from a member of the Parish Council, or an application appears to be large or contentious, an extension will on those occasions be sought from the relevant planning department, the Chairman and Clerk shall convene a special meeting to consider the application. A quorum of three members (minimum) is required for any meeting.

It is noted that the Planning Authority has the final say on all applications, and the Parish Council is only one of many consultees.

Parishioners can respond directly to the relevant Planning Authority with their views on planning applications, see relevant websites for further details:

<https://www.southnorfolkandbroadland.gov.uk/planning/deal-planning-applications/4>  
<https://www.broads-authority.gov.uk/planning>