

BADGEWORTH PARISH COUNCIL

ASSESSING AND RESPONDING TO PLANNING APPLICATIONS

This paper has been prepared to assist Badgeworth Parish Councillors assess and draft comments on Planning Applications.

- All planning applications will be forwarded via email to **all members**, along with the link to documents on the Planning Portal
- The Clerk will give deadline dates, and Councillors should make note and respond accordingly.
- Members in the **applicable ward** should liaise with each other and consult with neighbours.
- Ward members should prepare and email the Clerk an agreed draft response. Comments are to be emailed to the Clerk with **all members** copied in.
- The Clerk and Chairman to be notified as soon as possible of any dissent or controversy, so that the application will be discussed at the next Parish Council meeting.

Planning application categories:

1. **Significant applications** (i.e., of a significant nature or causing dispute/controversy) will be discussed at the next Parish Council Meeting in the public domain. An 'extra-ordinary meeting of the Parish Council may be arranged if timescales indicate that this is necessary. All Members are expected to have looked at the details of the application on-line before the meeting. (See (3)Planning in principle applications below.
2. **Non-significant applications** i.e., other than those described in 1 above, will be delegated to the Clerk & Chair and appropriate Ward Members. The response to be e-mailed to all Members of the Council and reported at the next Parish Council meeting.
3. **'PIP/Planning in Principle applications'** where an extension of time is not possible, the decision will be delegated to the Clerk, Chairman and 2 Ward Member and the decision ratified at the next Parish Council Meeting. If the application is contentious, all Members will be asked to express an opinion and comments to the Clerk & Chair

*In terms of consultation with residents on a particular application, Ward Councillors should discuss the arrangements for consultation and the need to hold a site visit. Parish Councillors should use their judgement regarding making direct contact with affected neighbours. It is not appropriate to discuss an application with the person/body submitting the application. Planning documents may be shown to residents affected but not left with them. If there are questions/concerns regarding consultation or detail of an application, then the advice of the Clerk should be sought.

If a Councillor declares an interest in an application, then he/she should not take part in preparing any response or be involved in any discussion on the Application.

The following points should be considered when assessing and drawing conclusions on Applications relating to new buildings or extensions to existing buildings:

- Consideration must be given to the privacy of neighbours. An assessment should be made of any development that would be likely to lead to an unacceptable level of noise, general disturbance, smell, fumes, loss of daylight or sunlight, loss of privacy, or have an overbearing effect.
- Applications received for new buildings within the Green Belt and/or AONB are normally refused unless there are exceptional circumstances which would justify the development e.g., the demolition of an existing building and the erection of a new one which would greatly enhance the Green Belt / AONB are considered for approval by the Borough Council.
- Are there off-road parking facilities?
- Access to the road must be safe for all road users, drivers, cyclists, pedestrians.
- Established trees must be protected to a reasonable degree since they provide an amenity value to existing residents in the area.
- Consideration must be given to the building line and roof height of any development. To deviate too much from neighbouring property could conflict unacceptably with the general character and appearance of its setting.
- The size of a new building should ideally be of a similar style and constructed of materials which do not conflict with those within the area.
- Extensions should not be of a size that causes the total area to be oversized compared with other dwellings in the area.
- Reference should be made to the appropriate planning policies contained in the Local Plan and the National Planning Policy Framework.

Some Applications which involve leisure activities, commercial/industrial premises, barn conversions, sites for travellers, affordable housing and public buildings are covered by the policies within the Borough Council's Local Plan. The Clerk will draw attention to these policies if it assists in drafting the response of the Parish Council on an Application.

It should be noted, especially to other interested parties, that the Parish Council is a consultee and does not make the decision on a planning application. There may well be cases where a definite 'Object' or 'Support' is not appropriate or necessary. In some cases, a detailed general comment may be more appropriate.