

BADGEWORTH PARISH COUNCIL

ASSESSING AND RESPONDING TO PLANNING APPLICATIONS November 2025

This has been prepared to assist 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 **must** respond accordingly.
- All Members in the **applicable Ward** should liaise with each other and consult neighbours.
- Ward members should prepare and email the Clerk an agreed draft response copying in **all members**.
- The Clerk and Chair are to be notified as soon as possible of any dissent or controversy, so that the application can be discussed at the next Parish Council meeting.

Planning application categories:

1. **Significant applications** (i.e., of a significant, size, 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 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, Chair and 2 Ward Members and the decision will be ratified at the next Parish Council Meeting. If the application is contentious, all Members will be asked to express an opinion with comments to the Clerk & Chair.

Consulting with the public:

- In terms of consultation with residents on a particular application, Ward Councillors should discuss the arrangements for consultation.
- Ward Members should agree on each application who is best placed to 'lead' on the application.
- In terms of interaction with neighbouring properties, the only need is to ensure that neighbours are aware of the application, and if drawn into discussions they should be non-committal.

- It is not appropriate to discuss an application with the person/body submitting the application.
- If there are questions/concerns regarding consultation or detail of an application, then the advice of the Clerk should be sought.
- For '2. non-significant applications' ALL Ward Councillors must express a view. Comments can only be sent to the Planning Authority that are of several Councillors, not a single viewpoint.

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.

Considerations:

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

- Look at the relationship of the development site and any other properties – what is the effect on neighbours in terms of access, noise, overlooking and privacy?
- Is the site within the Cotswolds National Landscape (formerly called Area of Outstanding Natural beauty) or the Green Belt or other designated area?
- Is access suitable and are parking facilities adequate?
- Are there trees and hedges or other landscape features affected?
- Is the design, appearance, and size appropriate?
- Refer to policies – National Planning Policy Framework (NPPF) and its Planning Guidance or Tewkesbury Local Plan or the emerging Strategic Local Plan.
- Have regard to the Parish Council Biodiversity policy.

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. Whenever possible, it would be helpful to provide the reasons for supporting or objecting to an application.

It is important to note that the Parish Council is giving local/grassroots opinion on a proposal which may, on occasions, be at variance with opinions and policies of other agencies, bodies and members of the local community.