

Wickmere with Wolterton Parish Council

Policy Regarding Consultation on Planning Applications

Wickmere with Wolterton Parish Council has set up a Planning Advisory Group and given delegated powers to the Parish Clerk.

Background

Wickmere with Wolterton 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 submitted within a specified time frame, usually 21 days. There is a need for transparency in this process. This policy is written to explain how the council will deal with planning applications so enabling both Councillors and the public to involve themselves effectively with that process.

Responses to planning applications

Planning applications are accessed via the North Norfolk District Council's Planning Portal. North Norfolk District Council notifies the Parish Clerk of any new applications. It is the role of the Parish Clerk to bring to Council's attention any planning application requiring a Parish Council response. There is a 21-day deadline for responses.

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. In the event of them being received after the closure of the agenda they will be reported to the Chairman and members as being received and details will be posted on the Parish Council's website advising of their inclusion in the next meeting. Members should view all documents relating to an application online at the District Council's website prior to a Council meeting to ensure meetings do not overrun.

The Parish Council will consider applications in line with the District Council's Planning Policy guidelines and 'material consideration' which includes, but is not limited to:

Amenity, appearance of the development, conservation, design, effect on wildlife, highway safety, historic buildings, loss of light or privacy, noise, overshadowing of your home, traffic and parking issues, loss of sunlight.

Issues which cannot be taken into account are civil matters and include:
Boundary disputes, construction noise, effect on property values, loss of view, private rights

Dealing with applications outside of the Parish Council meeting

The Parish Council has set up a Planning Advisory Group made up of up to seven appointed members of the Council.

The Parish Council has also given delegated powers to the Clerk in respect of planning applications. In the event of an application being received just after a meeting, and where no extension is possible, then the Planning Advisory Group will advise the Clerk of their comments on the application electronically within the 21-day consultation period. The Clerk will then respond to the Planning Authority from the information provided, with the powers under Local Government Act 1972 authorising delegation to the Clerk.

In the event of an application being received which could be controversial, the Chairman and Clerk could convene a special council meeting to consider the application. A quorum of three members (minimum) is required for any meeting.

Planning Committee - Membership

At each Annual Parish Council Meeting the Parish Council shall appoint from amongst its members a Planning Committee of up to **7** members to serve until the following Annual Parish Council meeting.

If a vacancy occurs at any time by way of resignation or otherwise the Council may appoint one of its members to fill the vacancy who will serve until the next following Annual Parish Council Meeting.

District Council

The District Council Planning Committee has the final say on all applications, and the Parish Council is only one of many consultees in the process. Parishioners can write to the District Council with their views on planning applications which are published on the planning portal.

Policy agreed: 13 March 2024

Review date: tbc