

PRIDDY PARISH COUNCIL

Dealing with Planning Applications - policy

Adopted: October 2019

Reviewed: 5 January 2022

Next Review: January 2023

This document should be read in conjunction with the Local Planning Authority (LPA) document [Development Management Planning Guidance – July 2020](#). This document gives guidance on how The LPA deals with planning applications, the criteria applied where assessing applications, details of types of application, appeals and enforcement and so forth. For full guidance refer to [Mendip District Council Policies and Local Plans Parts I & II](#). Given that the overwhelming majority of planning applications received by Priddy Parish Council as part of the consultation process originate from the LPA it seems sensible to include their guidance as part of the Priddy Parish Council Planning Consultation Process.

Parish Council Consultation Process

Once the parish council receives an application, the clerk should notify all members of the application giving details to allow councillors to view the application on-line.

If hardcopy plans are received, these will be circulated among members prior to the meeting where the application will be considered. Planning applications will be discussed at formal council meetings, either the scheduled monthly meeting or, if required, an extra-ordinary meeting called by the Chairman in consultation with the clerk.

Councillors should give consideration as to whether a site visit would be beneficial and also whether councillors should talk to applicants. It may not be possible to visit the site without the landowner's permission. Councillors should take care to be transparent about any meetings or discussions with applicants and should always consider how the situation will look to the public in this regard. Councillors should consider making and circulating informal notes about any meetings.

Councillors should give equal weight to representations from those neighbours and the local community who have objections and concerns as to those that support the proposals.

Both applicants and objectors or those with concerns should be invited to attend the meeting at which the application is discussed to put their point of view and councillors should keep an open mind both to statements from applicants or objectors until all aspects of the application are debated in the formal council session.

When debating and responding to an application, councillors should necessarily take-into -account statements and submissions made by both applicants and objectors but should also view the application using the afore mentioned LPA guidance.

After due consideration and debate, the Parish Council should agree to either support or object to an application and, where there is a disparity of view the decision to support or object shall be taken by simple majority vote in accordance with current Standing Orders.

Councillors may also decide to refer the decision on the application back to the Planning officer with appropriate comments.

Parish Council response:

If supporting an application, Councillors may wish to give a reason why, especially when the development is in the community's best interest.

If objecting to an application, Councillors must make sure that all the relevant material considerations are included in any comments supporting the objection and, where appropriate, linking these to policies in the local plan when possible. Comments should be clear and unambiguous.

Comments should also detail particular concerns for consideration by the planning officer or the applicant as well as concerns relating to other consultees (e.g. Highways). Parish Council comments should be copied to the ward councillor and, unless an extension is granted, the Parish Council should respond within the agreed time-frame.

Where the application is referred to the LPA's planning committee for determination, the Parish Council may decide that, in the case of a particular application attendance at the planning committee meeting either to support or object to the application is required. The council may decide to prepare a statement if time allows, to be agreed by councillors for the Parish Council representative, normally the Chairman, to deliver at the committee meeting. The statement should reflect the discussions and response submitted by the Parish Council when considering the application originally at a Parish Council meeting.

If, after refusal, an application is submitted to appeal, the Parish Council shall consider whether a further response to the Planning Inspector is required and such a response prepared and agreed at a formal meeting before submission.

Councillors should be aware of Standing Orders in respect of the reversal of decisions if it is agreed that the Parish Councils original decision should be reviewed or amended.