# **Wicklewood Parish Council Policy Regarding Consultation on Planning Applications**

## **Background**

Wicklewood Parish Council is not a Planning Authority. Parish Councils are only Statutory Consultees in the planning process. This means that they only have the right to be informed of planning applications within the parish.

Any views expressed by a Parish Council will be considered by the Planning Authority before a decision is made, providing the points made are relevant to the determination of a planning application.

The final decision is made by the Planning Authority, not the Parish Council.

Wicklewood Parish Council is mindful that it has an important role in relation to planning applications. As “Statutory Consultee” Parish Councils have no powers to approve or reject planning applications. They can only comment or not comment on planning applications.

Responses to applications must be 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 council members and the public to involve themselves effectively with that process.

## **Responses to Planning Applications**

Planning Applications are emailed to the clerk but can also be accessed via South Norfolk Council’s Planning Portal. It is the role of the Parish Clerk to monitor the “Inbox” and bring to Council’s attention any planning application requiring parish 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 notification being received after the closure of the agenda they will be reported to the Chairman and members as being received and a notice will be posted on the parish website advising of their inclusion in the next meeting. Councillors should view all documents relating to an application online at South Norfolk Council’s website prior to the Council meeting to ensure meetings do not overrun.

The Parish Council will consider applications in line with South Norfolk Council’s Planning Policy guidelines and “material consideration” which includes, but is 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.

The comments agreed in the Parish Council meeting are submitted in writing by the Parish Clerk to the relevant planning authority.

## **Dealing with planning Applications outside of the Parish Council meeting**

Wicklewood Parish Council has given delegated powers to the Parish Clerk.

In the event of an application being received just after a meeting, the Clerk will circulate the application to all Councillors. Councillors will advise the Clerk of their comments on the application via email within the 21-day consultation period. The Clerk will then respond to the Planning Directorate 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, or if any councillor requests an application be discussed by the Parish Council, the Clerk will contact the Planning Department and request a time extension to enable it be discussed at the next meeting. If this extension is not granted, then the Chairman and Clerk can convene a special meeting to consider the application. A quorum of three members (minimum) is required for any meeting.

It is noted that South Norfolk Council Planning Committee has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners can write to the District Council with their views on planning applications and may send a copy of their letter to the Parish Clerk. Letters received will guide the Parish Council in formulating their response to applications.

Policy agreed 4th September 2023

Policy review date September 2025