

# **Carsington and Hopton Parish Council Planning Protocol**

## **1 Introduction**

This procedure sets out how Carsington and Hopton Parish Council considers planning matters on which it is a statutory consultee for the Local Planning Authority (LPA). The protocol takes into account that: -

- Historically the Parish Council were able to ask for an extension to the 21 day consultation period which was regularly agreed to.
- Due to recent changes within the LPA extensions for time are now not considered practicable and is resolved to respond within the statutory consultation period.
- In any event the Parish Council believe residents are best served by the Parish Council responding to the applications in a timely fashion
- The Parish Council resolve that wherever possible each and every application will be responded to.
- To ensure all consultations on planning applications are dealt with in time the Parish Council has appointed the clerk to facilitate the responses on planning matters.

The Parish Council is therefore resolved that any substantive actions in respect of planning matters shall be taken by: -

- The parish council as a whole or
- By the clerk acting on the outcome of an e-mail consultation with parish councillors

## **2 The Parish Council as a statutory consultee**

The role of Parish Council should: -

- Provide local knowledge.
- Consider the views of the residents of the Parish
- Raise areas of concern.
- Inform debate and add value to the process.
- Contact and involve District Councillors if required.

Please remember that the Parish Council is only a consultee and counts as one opinion. The Parish Council will where practicable seek the views of residents of the parish, particularly in controversial cases and will be mindful of local feeling during the deliberation process however, should there be widespread objection or support for a proposal the Parish Council urge members of the public to send their own individually written letters or emails directly to the planning authority.

The Parish Council's comments in response to a planning application can only be based on material planning matters.

Objections should be clear, concise, relevant and accurate. Whilst the LPA must consider the representations of the Parish Council this does not mean that an application will be decided in accordance with the views submitted. In reaching a decision the LPA is required to weigh up all issues associated with an application and comments made by the Parish Council may be deemed to have insufficient weight to enable the application to be determined in line with the views of the Parish Council.

### **3 Planning protocol for responding to planning applications**

The Parish Council is mindful that it meets bimonthly and notifications of new planning applications are received weekly. It is therefore proposed that upon receipt of the notification from the LPA of a planning application that the clerk will circulate that notice as soon as is reasonably practicable. Given the time constraints from the notification being received by the clerk to the end of the consultation period it is proposed that in the first instance the council will respond via e-mail.

Councillors will be asked to consider the application and requested to respond to the clerk's e-mail within the consultation deadline. If the response is an objection the reasons for an objection must be clearly stated. If the response is of no objection the councillors may choose to include comments with their response. The Parish Council does not need to be unanimous in its decision as to the response to be filed. It is resolved that the Parish Council will respond with a majority view and that the chair will have the casting vote in the event of a tie. Once the views of the individual councillors have been ascertained via e-mail a nominated councillor will draft a response on behalf of the council in consultation with the clerk for submission to the LPA by the given deadline. The majority decision reached by the Parish Council will be subsequently published on its website.

The Parish Council would encourage residents of the village and any other potential applicants to attend a Parish Council meeting prior to the submission of their application or indeed during the application period if the meeting falls during that time, in order to present details regarding their application, so as to ensure that the Parish Council is fully informed of all the aspects. It is open to any resident to speak at a Parish Council meeting during Public Participation on a planning matter even if they are not the applicant.

### **4 Declaration of interest**

Any councillor with a material interest in a planning application to be considered will be asked to declare such interests as required by the Carsington and Hopton Parish Council Code of Conduct and will take no part in the discussion of the application or the resulting vote.