**DRAFT FOR COMMENT**

**Holford Parish Council role, responsibilities within the Planning Application process and proposed Holford Parish Council process on receipt of planning applications**

**For discussion at Holford Parish Council Meeting 11.09.23**

**SUMMARY OF INVOLVEMENT OF PARISH COUNCILS FOR INFORMATION**

Divisional Members and **Parish**/Town/City Councils are consulted on the following applications – their comments on these applications will potentially trigger a referral to Planning Committee:

* Full planning permission
* Outline planning permission
* Reserved Matters
* Change of use
* Listed Building/Conservation Area consent
* Retrospective Applications
* Certificate of Lawfulness

Divisional Members, **Parish**/Town/City Councils are statutory consultees rather than a decision makers. They can:

* Support or Object; and provide material planning reasons; or
* Confirm comments only but this would not trigger the referral process
* Need to respond by the target date set out in consultation letter – usually 21 days, 14 days for revised plans.

When an application is referred to Committee: Divisional Members, **Parish**/Town/City Councils, Contributors (objectors/supporters) and the Agent/Applicant will receive a notification email confirming:

* The application details
* The date, time and location of the meeting
* Instructions on how you can register to speak or to attend
* To register to speak they will need to notify Democratic Services by 12 noon the working day before the Committee
* Agenda will be published at least 5 working days before Committee
* People can attend and/or speak on an application in person or virtually
* Parish councils have the opportunity for a representative to speak for 3 minutes at the planning committee if they wish to do so

**PROPOSED HPC PROCESS FOLLOWING RECEIPT OF APPLICATION**

It should be noted that as a small parish we get very few planning applications compared to some parishes and town councils, however a previous Parish Council decision was made to not formally respond to planning application consultations due to the lack of resources to do so, and a need to prioritise other issues.

Following changes in the Parish Council we now have the opportunity to consider taking a more proactive approach.

The following proposed approach seeks to provide a mechanism for the parish council to get a better understanding of the impact of planning applications in our parish and better represent the views of the local population in a considered response to the planning consultation process.

This proposal is based on the premise that Holford Parish Council agrees to give delegated authority to members of a HPC planning sub-group to consider and respond to planning applications received from the local planning authority, with involvement of the full parish council where required.

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|  | **PROPOSED DRAFT PROCESS FOR DISCUSSION** |
| 1 | On receipt of planning application, Parish Clerk to forward to HPC planning lead with clear note of deadline for responses |
| 2 | HPC planning lead to liaise with deputy HPC planning lead / members of the planning sub-group to review on line applications, including responses already submitted by other consultees |
| 3 | Where there are no obvious concerns and no concerns registered by members of the parish, the sub-group will instruct the Clerk to return a ‘no comment’ response to the consultation within required timescale |
| 4 | Where the sub-group agrees that proposed development may significant impact on the local environment and or local population, the Planning Sub-group will arrange a site visit to gain further information and understanding of any issues and seek the opinion of local residents |
| 5 | Where issues remain of outstanding concern, the sub-group will request that the Planning Application is tabled as an agenda item at the next Parish Council Meeting. Where this does not fall within the consultation timeline, a request will be made by the Planning Sub-group for an extraordinary Parish Council Meeting to discuss the planning application and reach a decision regarding an appropriate response to the consultation |
| 6 | Parish Clerk to respond to the consultation within required timescale with outcome of the discussions at the Parish Council Meeting i.e. Support or Object together with material planning reasons for decision |
| 7 | Where a planning application decision goes to the Council Planning Committee and we are notified of the opportunity to attend and speak, the Parish Council Sub-group will nominate an attendee. |
| 8 | The planning subgroup would be required to update the Parish Council on a regular basis with a summary of applications received and dealt with by the subgroup. |

**Following discussions at Parish Council Meeting 11 September 2023 the following points of decision need to be addressed:**

1. Does the Parish Council support the proposal to take a more proactive approach to responding to local planning application proposals?
2. Does the Parish Council support the establishment of a Parish Council subgroup to take initial responsibility for reviewing all local planning applications?
3. Does the Parish Council support the draft process set out above, with or without amendments?

Ann Anderson

Parish Councillor

29 August 2023