

# Weybourne Parish Council

## Planning Application Policy

### **Background**

Weybourne Parish Council is mindful that it has an important role in relation to planning applications. It is a consultee in the planning process. Responses to those 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. It is noted that the District Council Planning Committee has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners can submit their views on the Planning Portal. Comments raised with the Parish Council will be considered by the Parish Council in formulating their response to applications.

### **The Planning Process**

Notification of a planning application in the parish is sent as an email alert to the Parish Clerk. The application can be viewed on the planning portal using a reference (usually the planning reference given to the application or the address of the site). Consultee responses are requested within 21 days, although sometimes it is possible to have an extension. If a planning application raises concerns with the planning officer and the District Council's Ward member then it will go to the District Council Planning Committee for a decision, otherwise it will receive "delegated approval".

### **Dealing with applications at Parish Council meetings and outside of meetings**

Where possible, the Parish Council will consider planning applications at its meetings and those applications will be detailed on the agenda. The Planning Working Group will visit the site prior to the meeting, reporting any findings to the council at the meeting at which the application is to be considered. Parishioners are encouraged to let the Parish Council have their views on planning applications.

On the occasions when applications are received just after a meeting and no time extension is granted, the Parish Council has given delegated powers to the Parish Clerk in respect of planning applications. In the event of an application being received just after a meeting, the Clerk will then submit the Council's response from the information provided, with the powers under Local Government Act 1972 s101, authorizing delegation to the Clerk. This will happen in line with the following:

1. Clerk receives application from North Norfolk District Council and forwards to all Councilors with the timescale for response.
2. Councilors inspect the plan online.

3. The Planning Working Group visit the location and report findings to all Councillors and the Clerk.
4. Councillors inform the Clerk of their comments, support or objection within the specified timescale.
5. Based on the replies received, and using a simple majority voting method, the Clerk will submit the Council's response to North Norfolk District Council.
6. At the next meeting of the Parish Council, the response of the Council will be noted in the minutes.

### **Responses to Planning Applications**

The Parish Council will consider applications in line with the District Council's Planning Policy guidelines (The Local Plan – Core Policies), the National Planning Policy Framework 2018 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

### **Lighting Statement**

For all applications the Parish Council either 'support' or have 'no objection' to the following will be noted in responses submitted to NNDC:

*The National Planning Policy Framework (NPPF) Clause 180c and Norfolk County Council's Environmental Lighting Zones Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, we request that any outdoor lights associated with this proposed development should be:*

- 1) fully shielded (enclosed in full cut-off flat glass fittings)*
- 2) directed downwards (mounted horizontally to the ground and not tilted upwards)*
- 3) switched on only when needed (no dusk to dawn lamps)*
- 4) white light low-energy lamps (LED) and not orange or pink sodium sources*

### **Planning Working Group**

The Parish Council has set up a Planning Working Group (appointed members of the Parish Council). Members of the Planning Working Group will be appointed annually at the Annual Parish Council Meeting. They do not meet in public and have purely an advisory role in respect of planning applications. They must report their views to the next Parish Council meeting.

A Planning Application of significance may require to be considered at a specially convened meeting of the Parish Council. The Chair will make a decision concerning this.

It is noted that the District Council Planning Committee has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners can submit their views on the Planning Portal and comments raised will be considered by the Parish Council in formulating their response to applications.

Adopted 15<sup>th</sup> May 2019

Amended to add Lighting Statement November 2019

Policy review date May 2020