

Guidance on Procedures and Practices with Planning Applications

The Parish Council (hereafter referred to as the Council) is consulted on all planning applications within and on the boundary of the parish. The following identifies the procedures and practices for processing planning applications within the Council. Some guidelines are also provided to assist in determining a response to an application, together with advice on what matters are relevant to planning matters and what are not.

PROCEDURES AND PRACTICES

- All planning applications will be sent by e-mail individually to each member of the appropriate planning team by the Parish Clerk; a single hard copy of the application (where provided by WC) will be held in the Council Office.
- Responses to the application are to be returned to the team leader by e-mail as soon as practical (to include where appropriate reasons or conditions - see below).
- The team leader is responsible for hastening any outstanding responses to ensure that the time scales detailed in the submission are met.
- The team leader is to return the collective response to the Parish Clerk by e-mail; e-mailed responses from the other team members are to be attached.
- The Parish Clerk will advise WC of the decision using the attached form.
- Should one team member be away for any length of time, the team leader, wherever possible, is to find an alternative Cllr to deputise.
- The team leader is to make the Parish Clerk aware if he/she or any other member of the planning team believes there is a need for a full Council deliberation on any application sent to the team; this is to be done as soon as possible to enable the application be included in the next available full Council meeting.
- Large complex applications will be dealt with as appropriate, either by forming a special planning team or otherwise determined by the full Council at the next Council meeting.
- Any planning application can be called in by a Wiltshire Council Member to the Planning Committee. Should any planning team wish to request this action, the Parish Clerk must be informed as soon as possible to include it in the next available full Council meeting for consideration. If agreed, the appropriate WC Member will be asked to call in the application. The attached application form is for the **WC Member** to complete and forward onto the planning committee. It outlines the issues of concern and confirmation that the application has been discussed with the case officer. The form is attached here for information only.

GUIDLINES

The suggested responses are **NO COMMENT, SUPPORT, SUPPORT subject to conditions, OBJECT for reasons set out,** and **NO OBJECTIONS**. There are no definitive meanings for these terms; however, to assist Cllrs in formulating their response, the interpretation of their meaning has been sought from two sources: Andrew Guest (Area Development Manager – South) and WCllr Ian McLennan:

View of Andrew Guest (Area Development Manager – South)

No Comment – the Council neither objects to nor supports the application. If the Council does not respond to a consultation we would treat this as no comment.

Support – the Council supports the application unconditionally (that is, exactly as submitted).

Support subject to conditions – the Council supports the application subject to conditions (for example – subject to a condition that the external materials used in the development match the original building).

Object for reasons set out– the Council objects to the application with specified reasons.

No Objections – the Council has no objections

Andrew Guest acknowledges that there are similarities between **SUPPORT** and **NO OBJECTION**, but states that the former suggests greater enthusiasm for the application.

View of Wiltshire Councillor McLennan

No comment - You have nothing to say as a Council and are content that officers are able to make the correct determination.

Support - This is an application which the Council would wish to see approved, if possible. An example might be an extension to the Hampton Park Pavilion, where the Council views the project as positive for the community. Conversely there is no reason to support any application, which matters not to the Council or the community at large.

Support subject to conditions

No Objections - Perhaps where the Council has no objections of its own but may be aware of other objections from residents and so, after debate, has declared its own position as 'non supportive of the residents objections', which in the opinion of the Council are not sound. Equally, the Council may not have any objections to an application but may wish to add 'local knowledge' comments of its own, to assist the case officer in his/her deliberations. An example may be an application which is probably ok but its implementation could affect the neighborhood or a particular neighbor. Here the Council may ask for or suggest some restrictions or simply give the case officer a heads-up about some other locally known factor which may not be known to a non-local.

Object for the reasons set out - Have a field day and set all the reasons you can muster!

MATTERS RELEVANT TO PLANNING MATTERS

Lastly, the table below is an extract from the 'Wiltshire Council Statement of Community Matters - Community involvement in planning applications' (adopted in May 2015) and provides advice on what reasons/concerns are considered relevant to planning matters and what are not.

Wiltshire Council Statement of Community Involvement

Relevant planning matters include:

- the effect of the proposed development on the appearance of the area
- the quality of design
- significant overbearing impact and loss of outlook (e.g. significant overshadowing from a new building)
- the economic benefits of the proposal
- highway safety issues
- loss of important trees
- intrusion into the countryside
- significantly increased noise and disturbance
- national and local planning policies.

Concerns which are not normally relevant to the planning process:

- loss of private view
- loss of property value
- breach of private covenant
- loss of trade to a competitor
- the level of profit a developer might make
- personal circumstances of the applicant (other than in exceptional cases)
- moral objections (e.g. to uses such as amusement arcades and betting offices)
- conflict with private access rights.

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