



Policy Number: UPC/18

Effective date: This document was ratified at the Urchfont Parish Council meeting held on 9th March 2016 and became effective on that date. It replaces all UPC previous policy and procedure documents on planning applications.

URCHFONT PARISH COUNCIL PLANNING APPLICATION PROCESS

1. Purpose and scope

- (a) The purpose of this document is to provide members of the Urchfont Parish Council (UPC) with guidance when dealing with local planning applications in order that each and every local planning application is dealt with in a fair, consistent, open and transparent way, without favour.
- (b) The role of the UPC in any planning application submitted to the Wiltshire Council (WC) is as a consultee in order to provide WC with UPC's views which will be based on a balanced view across the Urchfont Parish community. The UPC encourages all interested parties to participate in this process.

2. Statutory Authorities / Governing Documents

- (a) When considering planning applications the UPC will follow the guidance outlined within the following documents:
 - The National Planning Policy Framework (NPPF)
 - The Wiltshire Core Strategy (WCS)
 - The policies outlined in the draft 'Urchfont, Wedhampton & Lydeaway Neighbourhood Plan' (UWLNP) including its Site Briefs and Design Statement which has been submitted to WC.
 - Conservation Area Statements for Urchfont and Wedhampton.

3. Local Considerations

- (a) When considering planning applications UPC will have regards to the following criteria:
 - Visual impact upon the surrounding area;
 - Relationship to adjoining properties;

4. Procedures

4.1 Lead Councillor

- (a) A Lead Councillor (LC – see Appendix 1 for full role and responsibilities) is appointed by UPC to have particular responsibilities for managing all planning applications.

4.2 External meetings with planning applicants

- (a) UPC Councillors must report on any meeting about a proposed or current planning application held with a developer, planning applicant (or their agent), which is not part of a formal UPC planning

meeting. Such meetings must be documented in a written report made at the time or shortly after and this written report should include the time and date of the meeting, those present and a brief resume or bullet points of the details discussed. **(See Appendix 2)** This report should be sent to the UPC Planning Administrator for inclusion in the minutes at the next planning meeting. This applies to either a pre-planning application or mid-planning application meeting regardless of whether the application is on the next meeting agenda. There must be a minimum of two councillors at any pre/mid planning application meeting.

- (b) **Pre-Planning Application Meeting** – No councillors should embark upon a pre-planning application meeting with a developer, planning applicant (or their agent) without permission and empowerment from two out of three of either UPC Chair, Lead Councillor for Planning or the UPC Planning Administrator. All UPC councillors to be informed of such a pre-planning application meeting, preferably at UPC meeting, prior to it taking place.
- (c) **Mid-Planning Application Meetings Following Site Meeting** – If a serious concern about an application is raised by a councillor at a site meeting, those present can empower two councillors to meet with the developer, planning applicant (or their agent) to inform them of such concerns. Without this empowerment councillors must not engage in discussion with the developer, planning applicant (or their agent) post site meeting. This meeting must be reported upon and documented as per 4.2 (a) and entered into the minutes of the next planning meeting regardless of whether or not the application is on the agenda.

4.3 Pre-planning application presentations

- (a) UPC welcomes the opportunity for residents, developers, or their agents to make presentations of their proposed planning applications to UPC, prior to applications being submitted to WC. Any such presentation will be subject to the following procedure:-
 - The presentation will form part of the ‘public presentation’ time at a full UPC meeting, but the time allocation for such a presentation may be extended at the discretion of the Chair.
 - Any discussion about the proposed application will be limited to clarification of procedural matters. Nothing that a member of UPC says, including the contents of their questions will represent any form of commitment on the part of UPC.
 - Any response given by UPC where advice or guidance is sought should be restricted to that guidance contained within the UWLNP, which contains references to all appropriate statutory authority/governing documents.
 - Planning Applicants should note that any information gleaned from UPC at a pre-planning application presentation should be considered as being received without prejudice to any decision the Council may make as consultees on any subsequent formal planning application. Formal planning meetings will be subject of publicity and public consultation in accordance with this policy and procedure document. During such meetings other matters may subsequently come to light in relation to the application that may result in additional information/issues being raised that are pertinent to the determination of the application and UPC’s final decision.

4.4 Scheduling of Planning Meetings

- (a) Once received from WC, planning applications will normally be considered at the next scheduled full UPC meeting and form part of that meeting under the heading 'Planning'. This will normally be scheduled at the start of the full meeting.
- (b) On receipt of a planning application from WC, UPC has 14 calendar days in which to respond. Where UPC is unable to respond within this time constraint, UPC may seek an extension to this response time period.
- (c) In view of the fairly short timescales within which UPC has to consider applications, Councillors are encouraged to look at applications as early as possible, and site meetings arranged promptly to enable WC Planning Officers and, as necessary, the Divisional Member, to be alerted to possible concerns.
- (d) On occasions when a planning application is considered:
 - 1. Controversial, or has;
 - 2. 1 or more new dwellings.

The UPC Chair Lead Councillor or Planning Administrator may call a dedicated interim UPC planning meeting to allow more time for discussion with the planning applicant (or their agent) and public representation in favour or against the application. These meetings will follow the same guidelines as outlined in paragraph 4.6 post.

- (e) A site meeting will be held for every application prior to the relevant Planning Meeting.
- (f) A quorum of at least 5 full councillors who are able to vote must be present at a planning meeting in order that valid business can be transacted. Councillors need to declare to the UPC Planning Administrator any Conflict of Interest relating to any planning application as soon as possible so that the UPC Planning Administrator can confirm that UPC will have a quorum.

4.5 Prior to the Applications being considered at Parish Council Meetings

- (a) WC has a statutory duty to notify UPC of all planning applications submitted which fall within the Parish boundary.
- (b) WC sends, electronically a weekly list of all Urchfont Parish planning applications to UPC Parish Clerk, UPC Planning Administrator and each Councillor
- (c) A paper copy of full planning applications is available from the Urchfont Parish Council Planning Administrator (UPC Planning Administrator – see Appendix 1 for full role and responsibilities).
- (d) The UPC Planning Administrator will place public notices relating to the UPC Planning Meetings on Parish notice boards. Notices will also be published on the Urchfont Parish Council and Community Websites.
- (e) Dates of full planning meetings must be publicly displayed at least 3 full working days prior to the meeting.

- (f) The planning applicant and neighbouring residents to any planning application will be notified of the time and date of the relevant UPC planning meeting with an explanation on how they can make representations regarding that planning application.
- (g) Any person who wishes to raise issues about an application will be notified of the date and timing of the relevant UPC planning meeting with an explanation on how they can make representations regarding that planning application. A written copy of their representation will be requested to aid the production of accurate minutes.
- (h) Site meetings will be arranged for UPC members, wherever possible, with the presence of planning applicant or their agent in order to see, first hand the application site and its impact on the surrounding area. If the planning applicant cannot attend, they will be asked; either to have someone to attend on their behalf or to provide a written statement about the application. The Lead Councillor at the site meeting will submit a written report to the UPC Planning Administrator following the site meeting. **(See Appendix 2)**

4.6 Parish Council Meetings – Planning Applications

- (a) Any letters of representation which have been posted on the WC website by 5pm on the day of the planning meeting will be read out at the meeting.
- (b) Time will be allowed, approximately 3 minutes, for planning applicants and members of the public to make representation on a scheduled planning application. The Chair will suspend the formal proceedings of the meeting to accommodate ‘public participation’ time and will reinstate the formal proceedings once all the public participation time is over. The Chair may suspend, restrict or extend the public participation time as necessary, to ensure that the business of the meeting continues appropriately.
- (c) UPC will consider all information available on the applications and make a decision accordingly. This decision will be one of the following:
 - No Comment (not recommended as Wiltshire Council prefers that a view is expressed)
 - Support
 - Support subject to conditions
 - Object (for reasons set out)
 - No Objections

4.7 Following UPC Planning Meeting

- (a) The UPC decision will be sent to WC Planning Officer by completing the online Wiltshire observations document.
- (b) UPC will follow up cases with WC Enforcement Officers where development appears to have taken place without permission or not in accordance with approved plans.
- (c) On the rare occasion when UPC considers that the WC Planning Officer’s final decision on a local planning application is not in the best interest of the community it may approach the Divisional Member to intervene in that decision process, a process known as ‘calling in’. The ultimate decision to ‘call in’ a planning application rests solely with the Divisional Member.

5. Definitions

- (a) **Divisional Member** – The duly elected Wiltshire Councillor for the ‘Urchfont and The Cannings’ area.
- (b) **‘Calling in’ process** – Where the Divisional Member considers that a planning application can not be appropriately dealt with by the assigned WC Planning Officer under his/her delegated powers, the Divisional Member may ask for the application to be considered by the Area Planning Committee. The ‘calling in’ process has a time limitation placed upon it and can only be activated within 21 days of first registration of the application.

6. Availability

- (a) A summary of this procedure will be publicised in the Redhorn News.
- (b) This document will also be published on the Urchfont Parish Council and Community Website (www.urchfont-pc.gov.uk) under Urchfont Parish Council Policies and Procedures

7. Review

This Planning Policies and Procedures document will be reviewed annually from the date of ratification or as deemed necessary.

Appendix 1

Roles and Responsibilities

Lead Councillor (LC):

The LC will be a fully voting member of, and appointed by UPC and will undertake the following responsibilities:-

- (a) Provide support, guidance and advice to the Urchfont Parish Council and the UPC Planning Administrator.
- (b) Liaise with WC Planning Office/Officer(s), as and when necessary.
- (c) Consult with the Highways Department at Wiltshire Council where an application could be used as a catalyst for improving car and/or pedestrian safety including road layout changes and new footpaths.
- (d) Ensure that UPC has all available information in relation to an application at its monthly meetings in order that the UPC can make an informed decision when considering that application.
- (e) Ensure UPC complies with statutory obligations in relation to applications as required.

Urchfont Parish Council Planning Administrator (UPC Planning Administrator):

The UPC Planning Administrator is employed by UPC to assist the LC in administrating planning applications and will attend all UPC meetings where there is a planning element but will have no voting powers in relation to applications. In the absence of the UPC Planning Administrator for extended periods, the UPC Clerk will carry out these duties.

The UPC Planning Administrator will be responsible for:-

Prior to UPC Planning Meeting

- (a) Receipt of an electronic weekly list of all planning applications and decisions from the WC ensuring that these are posted on the Urchfont Parish Website.
- (b) Receipt of 'paper copies' of local planning applications and plans from WC.
- (c) Print off as 'paper copies' minor planning applications, which are not sent through as paper copies by WC, e.g. relating to trees, for inspection if required.
- (d) Draw up a draft planning agenda for approval by the LC
- (e) Ensure that a quorum of at least 5 full voting council members are able to attend the planning meeting in order that valid business may be transacted
- (f) Ensure that all 'paper copies' of planning applications are available for perusal at or before UPC meetings.
- (g) Ensure that all local planning applications are posted on Urchfont Parish Website and Public Notice Boards at least 3 full working days prior to the UPC meeting where those planning applications are to be considered.
- (h) Identify appropriate neighbouring residents to any planning application and notify them of the time and date of the relevant UPC planning meeting and explain how those residents may make representations at the meeting regarding that planning application
- (i) Notify any person who wishes to raise issues about an application of the date and timing of the relevant UPC planning meeting with an explanation on how they can make representations regarding that planning application.
- (j) Ensure that letters of representation, which have been sent direct to the UPC Planning Administrator, are forwarded to the WC Planning Officer for their information.

- (k) Ensure that late letters of representation are brought to the attention of councillors at the UPC planning meeting and then forwarded to the WC Planning Officer.
- (l) Arrange site meetings for UPC members with planning applicant or their agent.
- (m) As far as possible ensure UPC planning meetings on all planning applications are held within the strict time limits set by WC (14 calendar days from the date of its receipt) or seek an extension to that time limit where the next UPC meeting falls outside that time.
- (n) Arrange dedicated interim planning meetings as and when required.
- (o) Liaise with the assigned WC Planning Officer(s), as and when necessary.

At UPC Planning Meeting

- (a) Make available to UPC any public letters of representation which have been posted on WC website and any written representation received by hand from members of the public.
- (b) Ensure any statutory documents such as NPPF, WCS, UWLNP or the Conservation Area Statements are available for reference if required.
- (c) Ensure that 'paper copies' of planning applications and plans are available for perusal and reference if required, by councillors or the public.
- (d) Take minutes of the planning element of UPC meetings and produce those minutes in draft form as a true representation of the planning debate for early circulation.

After UPC Planning Meeting

- (a) Notify the assigned WC Planning Officer and WC Development Control Central, Economic Development and Planning of the UPC views on a particular planning application by completing the online WC observation document within the time set.

Appendix 2

*Urchfont Parish Council Site Meeting (Planning)/ *Pre-Planning or *Mid-Planning Application Meeting

(*Delete as appropriate)

| | |
|---|--|
| Time and Date of Meeting | |
| Meeting requested by | |
| Consent from | |
| Application No. | |
| Applicant (or their agent) | |
| Address / Location of (*proposed) site | |
| Councillors Present | |
| Details of other parties present | |
| Parties excluded and reason | |
| Details of documents inspected | |
| Listed/Conservation Area/AOMC/AONB /TPO | |

Brief resume or bullet points of discussion (continue on reverse if needed):

| | |
|---------------|--|
| Time finished | |
|---------------|--|

Signature of Lead Councillor at Meeting: