

Burnham Thorpe Parish Council

Policy Regarding Consultation on Planning Applications

Background

Burnham Thorpe Parish Council is mindful that it has an important role in relation to planning applications as 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 Councillors and the public to involve themselves effectively with that process.

Responses to planning applications

Planning applications are accessed via the Borough Council's Planning Portal. It is the role of the Parish Clerk to bring to Council's attention any planning application requiring a Parish Council response. There is a 21-day deadline for responses.

Dealing with applications at Parish Council meetings

Where possible, the Parish Council will consider planning applications at its meetings and those applications will be detailed on the agenda. Members should view all documents relating to an application online at the Borough Council's website prior to a Council meeting to ensure meetings do not overrun.

The Parish Council will consider applications in line with the Borough Council's Planning Policy guidelines 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

Dealing with applications outside of the Parish Council meeting

In the event of an application being received after the closure of the agenda it will be reported to the Chairman and members as being received. Councillors to notify the Clerk of their opinions on the planning application. The Clerk will circulate the comments from Councillors and a written notice will be prepared by the Clerk circulated and must be agreed upon before the Clerk sends it off before the time limit is due. The Clerk will then respond to the Planning Authority from the information provided, with the powers under Local Government Act 1972 authorising delegation to the Clerk.

In the event of an application being received which could be controversial, the Chairman and Clerk will convene a special meeting to consider the application. A quorum of three members (minimum) is required for any meeting.

The Borough Council Planning Committee has the final say on all applications, and the Parish Council is only one of many consultees in the process. Parishioners can write to the Borough Council with their views on planning applications which are published on the planning portal.

Review date: 23rd June 2025