

BPC Planning Procedures

AIM:

To meet our statutory requirements as laid down by the Ministry of Housing, Communities & Local Government in regard to Planning Applications affecting this parish

To ensure proper and consistent monitoring, noting and reporting of all procedures from initial application through to final decision

There are 3 main areas that need to be formalised, streamlined and/or corrected:

1. Site visits, viewing NSC website and reporting back
2. Responses to Applications
3. Formal reporting requirements of BPC

The 'Co-ordinator' is the Councillor at the time who has accepted this role

1. Site visits, viewing NSC website and reporting back

- The Co-ordinator will arrange the site visits.
- There will be one site visit for each application attended by as many Councillors as are available and free to do so. A minimum of two councillors must attend each site visit. *This will be conducive to full discussion and debate between the attending Councillors as well as preventing the applicant and neighbours being approached more than necessary by individual Councillors.*
- The Clerk and/or the Co-ordinator will circulate the planning list at the earliest opportunity
- Councillors confirm to The Co-ordinator whether they are willing and able to undertake a site visit.
- The Co-ordinator will arrange the date and time of the site visit
- The application, plans and supporting documents can and indeed should be viewed at www.n-somerset.gov.uk/planning-building-control before a site visit
- See Appendix A for documents to look out for on the website
- See Appendix B for guidance on what is or is not material to your decision making
- See Appendix C for an aide memoir of aspects to consider in your deliberations
- The Co-ordinator will prepare and circulate to all Councillors a report of each site inspection for information and comment. *This will enable any issues or queries arising to be dealt with so that all Councillors are fully informed of each application prior to a BPC meeting*
- The Co-ordinator will monitor progress of the application and notify all Councillors of changes and/or decisions
- The Co-ordinator will regularly update the Clerk with the progress of each site visit

Remember:

- Your duty is to the whole community
- Avoid bias
- Consider the implications for the wider community not just those making representations
- Only consider material planning considerations including precedents and previous decisions – 'benchmarks'
- Base decisions on evidence not hunch – see Appendix D for examples of good and bad evidence
- It is NSC that makes the decision – they validate and approve/refuse. We object, do not object or make comment/observation to NSC

2. Responses to Applications

- The Clerk will submit the BPC's response to object/not object/comment in the format set out at Appendix E
- The response must be submitted to NSC within the 21 day consultation period
- In the event of the 21 day consultation period falling before a BPC meeting, the Planning Committee or in the absence of a Planning Committee, the Co-ordinator, after consultation with all Councillors, has delegated powers to make a decision and notify the Clerk who will submit the response to NSC. *See Rider for Clause 4 (a) I of BPC's standing orders revised 13 May 2019*
- In exceptional circumstances an extension to the consultation period can be requested from NSC
See Rider for further details

Responses may/should/could:

- Highlight any missing documentation/discrepancies in the application
- Summarise context – draw attention to any particular aspects of concern and appropriate policies that support our position e.g. Government policy, planning history, local plan
- Reference documented community issues – parish plans, design statements
- Offer alternative solutions/request conditions that would mitigate issues
- Ask for clarifications to be made
- Reference s106 requests
- Reference Officer comments/other consultee comments already submitted
- See Appendix F for examples of content

3. Statutory reporting requirements

- To prepare an annual report of our performance in providing substantive responses to NSC within the 21 day consultation period and a summary of the reasons why, if we have failed to do so.
- To submit the annual report to the Ministry of Housing, Communities and Local Government
- To post the annual report on the BPC website
- To publish the annual report in the 'Bleadon News'
- The Co-ordinator will monitor NSC and BPC performance

Outcome and benefits

- Will assist the Clerk with his workload
- A more cohesive approach to considering applications
- Issues can be addressed without delay
- The yearly report referred to in point 3 above will be readily available

To be reviewed 3 months after implementation of the above

Delegated Powers covered by:

Bleadon Parish Council – Standing Orders Revised 13th May 2019

4. Committees and sub-committees

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i. Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee. Committees and sub-committees can only make recommendations to the full Council and do not have the delegated powers to make resolutions.

ii. The only exception to the above shall be in respect of the Planning Committee in circumstances where a decision is required by the Planning Authority before the date of the parish council's next meeting and in each case the Planning Committee shall have delegated powers to make and process a decision. If the Planning Authority requires a response in fewer than 15 days from notification then the Clerk is authorised to circulate the information, collate the Planning Committee members' responses and submit the majority view as the decision of the Committee

XX

Extensions covered by:

Copied from The Ministry of Housing, Communities and Local Government's National Planning Policy Framework and Guidance

Will the local planning authority take into account views received after the formal period for comments has closed?

Local planning authorities may, at their discretion, take into account comments that are made after the closing date (but have no obligation to do so).

Paragraph: 034 Reference ID: 15-034-20190723

Revision date 23 07 2019

What is the time period for making comments?

The time period for making comments will be set out in the publicity accompanying the planning application. This will be not less than 21 days, or 14 days where a notice is published in a newspaper.

To ensure comments are taken into account it is important to make comments before the statutory deadline.

Paragraph: 005 Reference ID: 15-005-20140306

Revision date: 23 07 2019 [See previous version](#)

Is it possible for the statutory consultee to negotiate an extension to the deadline for representations?

It is important for statutory consultees to do all they can to meet the deadline for representations. It should not usually be necessary for an extension to be proposed.

Extensions of time which are negotiated between the statutory consultee and the local planning authority will not affect the applicant's right to appeal against non-determination. In considering whether to agree to any proposed extension, local planning authorities will therefore need to consider the views of the applicant and the likely impact on the overall time taken to reach a decision.

Paragraph: 017 Reference ID: 15-017-20190722

Revision date: 23 07 2019 See [previous version](#)

Documentation

Applications must be made up of:

- The necessary plans of the site
- The required supporting documentation
- The completed form

Look for:

- Application form
- Location Plan
- Site (block plan)
- Certificates of ownership/agricultural holdings (if applicable)
- Design and Access statement
- Ecology Report (if applicable)
- Transport Report (if applicable)
- Any related NSC policies

Material or NOT Material Considerations?

MATERIAL	NON-MATERIAL
Smells and fumes	Loss of view
Layout and density of buildings and design	Loss of property value
Loss of sunlight	Personal circumstances
Landscaping Planning	Business competition
Inspectorate requirements	Problems that might arise during the construction period

What to Consider?

- Permitted Development?
- Conservation Area?
- Listed Building?
- Designated Landscape?
- ND Heritage Asset?
- Green Belt?
- Flood Zone?
- Highway Safety?
- Trees?
- Parking?
- Noise?
- Lighting?
- Amenity Space?
- Waste Management?
- Drainage?
- Design Standards?
- Residential Amenity?
- Street Scene?
- Landscape?
- Housing Density?
- Affordable Housing?
- Environmental Impact?

Good evidence is a combination of...

verifiable **fact** and informed and reasonable **commentary** upon the facts

- "the net density of the scheme is 90dph. This compares with an average of 22 dph within the area shown on my plan no 5. In my opinion this great discrepancy, while perhaps not conclusive, is an indication of the incompatibility of the design with the existing character of the area"
- "in the section of the high street from ... to ... (both sides), there are roughly 40 ground floor business units, of which six occupy double frontages. At 30.5.2012, eight of these (20%) were vacant, six of them for at least a year. In my opinion, this level of vacancy has a harmful effect on .."
- "the nearest primary school/ shop/ etc to the site is about miles away along an unlit road with no separate footway. I consider it highly unlikely that anyone would make the journey on foot. There is a bus service, but it runs only twice a day. I conclude from this that the vast majority of trips to and from the development will be by private car."

Language:-

BPC Council reviewed planning application REF NO XXXX at its meeting held on XXXX and resolved to make the following comments:

- OBJECT

OR

- NO OBJECTION

OR

- COMMENT/OBSERVATION

NB It is NSC that makes decisions - they validate and approve/refuse

Content might include:

- Principle of development
- Impact on residential & local amenity
- Loss of open space/landscape character
- Sustainable access to services & facilities
- Density
- Housing needs
- Scale & form (design)
- Designated heritage assets/local list
- Environmental concerns
- Landscaping proposals - trees
- Ecology
- Drainage/flooding
- Traffic & transport including highway safety