

CLEY PARISH COUNCIL

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POLICY REGARDING PLANNING APPLICATIONS

Background

Cley 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.

Dealing with planning applications

The Parish Council (as consultee) is notified of all planning applications, planning appeals and planning enforcement appeals within the Parish.

Notifications of Planning Applications and Planning Appeals are sent out to the Clerk electronically. The notification includes the link to the planning application. The Clerk then advises councillors who are expected to look at the NNDC online planning portal, to access documents and gain an overview of comments already submitted. All Cllrs, giving due regard to comments already made, must report their comments to the Clerk. Cllrs who are unable to access the planning portal will have hard copies sent to them in the post. The Clerk will then collate all Cllr's responses, and include them in a monthly planning report, which is published on the Cley Parish Council website, in advance of the meeting. The report is included on the agenda for approval / discussion. The decision written in the report (for approval) will be used for the planning submission. Therefore, Cllrs will see in advance of the meeting and able to approve the exact response they are putting forward to an application or planning appeal. Following the meeting the Clerk will upload the comments from the report to the planning portal.

It is often possible to ask the planning officer dealing with the planning application to give an extension to the standard 21 day consultation – the outcome of this request is dependent on planning committee dates and other information. It is rarely possible to gain extensions to Planning Hearings/ Inquiries as submission deadlines are usually set by the Planning Inspectorate.

Dealing with applications outside of the Parish Council meeting

In the event of the Parish Council not receiving an extension to the deadline or not meeting again (as is the case with August), the Parish Council will liaise via e-mail, and where necessary the Clerk will circulate planning documents to those not on email. The Parish Council has given delegated powers to the Parish Clerk in respect of planning applications. In the event a planning decision is required before the next Full Parish Council meeting, then all councillors will be informed of the application. The councillors will advise the Chairman and Clerk of their comments on the application, electronically, within the 21-day consultation period. The Clerk will then respond to the Planning Directorate from the information provided, with the powers under Local Government Act 1972, authorising delegation to the Clerk. The Clerk will ensure the decision is included in the following months planning report, including a note explaining the reason for the early submission.

It is noted that the District Council Development Control Committee has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners can write to the District Council with their views on planning applications, and it is helpful to the Parish Council if they sent a copy of their letter to the Parish Clerk. Letters received will guide the Parish Council in formulating their response to applications.

Responses to planning applications

The Parish Council will consider applications in line with the District 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 and 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.

Cley Parish Council have produced a Planning Application Checklist which highlights everything the Parish Council will be looking at when commenting on an application, this can be found at Appendix 1.

Policy Agreed 9th March 2023

Policy review date March 2026 or before if required.

APPENDIX 1

Cley Parish Council Planning Application Checklist

If any issues are identified, a site visit is advised.

Please notify the Clerk asap.

General considerations

1. What is the planning history of the site?
2. If it's a larger development, how will it affect the local area, particularly the road network?
3. Could it lead to further development? Would this be beneficial or damaging?
4. Does it provide affordable housing?
5. Has the site been developed before? How well connected will the development be to local services such as public transport, shops and schools?

Application accuracy

1. Is the application accurate?
2. Are local features like rights-of-way, trees, hedges and boundary fences shown?
3. Are the maps up-to-date?
4. Are all properties marked?
5. Does the application correctly describe how the site has been used in the past?

1. About the proposed building's size and location

Are there issues with size?

- What is the size of the building compared to neighbouring building/s (we need exact dimensions, height and width of proposed building and neighbouring buildings)
- Is there overshadowing and loss of light to neighbouring properties?
- Is there over cramming – is the proposed building the right size for the plot?

Are there issues with design?

- Is the design appropriate? What are the roof lines? Do these fit with neighbouring buildings?
- Are the proposed materials appropriate?
- Are the windows, doors, gutters etc appropriate?
- What is the setting of the proposed building and the direction it faces?
- What is the impact of the proposed development on important trees – are there details of any tree felling?
- What is the proposed landscaping?

Are there location issues for the proposed building?

- Are there issues with the location?
- Is it outside the settlement boundary?
- Is it adjacent to the settlement boundary?

2. About how the proposed building will function

Are there amenity issues?

- Is there overlooking of neighbouring dwellings?
- Is there incompatible land use proposed with existing adjacent land uses?
- What is the size of the curtilage?
- Are there local drainage issues e.g. with surface water and sewerage?
- Are the local sea flooding issues?
- Is there loss of important community facilities?
- Will there be noise disturbance, smells, obtrusive lighting or other impacts on amenity?

Are there Highway safety issues?

- Are there issues regarding vehicle and pedestrian access?
- Are there issues with traffic generation?
- Is there sufficient car parking provision?

3. About the proposed buildings relationship with the immediate surroundings

- Is a listed building affected, either directly or its setting?
- Are any old walls or village heritage structures impacted or demolished, either directly or indirectly e.g. as part of an extension?
- Is there impact on the character or appearance of a conservation area?
- Would the building blend in, dominate or provide a contrast to neighbouring buildings?
- Does the application impact upon an open space with local value (usable or visual)?

4. Do you think the application may be contentious?

- What are national planning policies and guidance?
- What are regional planning policies and guidance?
- What are local planning policies and guidance?
- Are the proposals in conflict with the Cley Parish Council Statement or values?

5. Are there issues with the construction and its impact on residents?

- Will it comply with the Cley Parish Code of Construction Practice?