

FILBY PARISH COUNCIL

PLANNING POLICY

Filby 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.

Responses to planning applications

These are usually sent out by Great Yarmouth Borough Council / Broads Authority Planning Department by email and are accompanied by a letter requesting that responses are received back within 21 days. This is to enable GYBC/BA to achieve the timetable set by government in relation to planning applications. It is often possible to ask the planning officer dealing with the planning application to give an extension to this 21 days – the outcome of this request though is dependent on planning committee dates and other information.

Dealing with applications at Parish Council meetings

Where possible, the Parish Council will consider planning applications at its meetings. The Clerk will circulate applications to Members shortly after they are received. These planning applications will be detailed on the agenda of the meeting. In the event of them being received after the closure of the agenda the Chairman will be asked whether he is happy to allow the application to be considered at the meeting. As the Council is only offering comments, not making substantive decisions, it is considered appropriate that the application is not withheld from the meeting unnecessarily. Members should view all documents relating to an application online at the GYBC/BA website prior to the Council meeting, as hard copies are not available at meetings.

The Parish Council will consider applications in line with the Borough Council / Broads Authority Local Plan and the National Planning Policy Framework. This 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 homes, traffic and parking issues.

Issues which CANNOT be taken into account 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 between meetings, and the dates clearly not fitting with meetings even with an extension, the Clerk will circulate the application to Members who will advise the Clerk of their comments on the application electronically within the 21 day consultation period. These comments should be copied to all Councillors. The Clerk will then respond to the Planning department 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 from a member of the Parish Council, then the Clerk will ensure that the application is not sent to that Member. If a Member becomes aware that they have a pecuniary interest in an application they should declare this by email to all

members, and should not participate in further email dialogue regarding the application, and should be removed from 'reply all' emails on the application.

In some circumstances, such as developments of more than two dwellings; or where Councillors object to an application; or where objections have been received from parishioners within the 21 day consultation period, the Chairman has the discretion to call an Extraordinary Meeting. Representations from members of the public received after the 21 day consultation period will not be considered, and a planning application consultee comment will not be re-considered unless there is compelling and relevant new information available. The decision to call an additional meeting rests with the Chairman, whose decision is final.

In the event that the Chairman has a pecuniary interest in an application, the above provisions for the decision to call an Extraordinary Meeting shall pass to the Vice Chairman. As an additional meeting can only legally be called by the Chairman, or by any two councillors signing the Summons, the Chairman shall not withhold their permission to hold an additional meeting if advised by the Vice Chairman that they feel a meeting should be called.

It is noted that the Borough Council / Broads Authority Development Control Committee has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners must write to GYBC/BA with their views on planning applications to ensure that they are received into the planning system, and it is helpful to the Parish Council if they send a copy of their representation to the Parish Clerk to help the Parish Council in formulating their response to applications. Parishioners should note that representations received to the Parish Council are not forwarded to GYBC/BA, and are responsible for making their own submission to the formal planning process.

Policy Agreed January 2024

Policy Review Date January 2026