



POLICY REGARDING PLANNING APPLICATIONS

Background

Holt Town 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

Notifications of Planning Applications are sent out to the Clerk electronically. The notification includes the link to the planning application. The Clerk then advises councillors who will look at the planning application online. The planning application is then included on the Council agenda and a decision is made.

It is often possible to ask the planning officer dealing with the planning application to give an extension to these 21 days – the outcome of this request though is dependent on planning committee dates and other information.

Responses to planning applications

The Town 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, 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.

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

Dealing with applications outside of the Town Council meeting

In the event of the Town Council not receiving an extension to the 21-day deadline or not meeting, the Town Council will liaise via e-mail. The Town Council has given delegated powers to the Parish Clerk in respect of planning applications. In the event of an application being received just after a meeting or during a month when the council doesn't meet, then all councillors will be informed of the application. The councillors will advise the Clerk of their comments on the application electronically within the 21-day consultation period. The Clerk will collate all responses and send a draft response to Cllrs. The Clerk will then respond to the Planning Directorate, with the powers under Local Government Act 1972, authorising delegation to the Clerk. The Clerk will then report, in the next Town Council Meeting, under the Planning Agenda item of the advice given and the comment passed to NNDC by the Clerk.

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

Policy Agreed.....

Policy review date.....

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Chair

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Parish Clerk

Appendix 1

Holt Town 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?

1. 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)
2. Is there overshadowing and loss of light to neighbouring properties?
3. Is there over cramming – is the proposed building the right size for the plot?

Are there issues with design?

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

Are there location issues for the proposed building?

1. Are there issues with the location?
2. Is it outside the settlement boundary?
3. Is it adjacent to the settlement boundary?

2. About how the proposed building will function

Are there amenity issues?

1. Is there overlooking of neighbouring dwellings?
2. Is there incompatible land use proposed with existing adjacent land uses?
3. What is the size of the curtilage?
4. Are there local drainage issues e.g. with surface water and sewerage?
5. Is there loss of important community facilities?
6. Will there be noise disturbance, smells, obtrusive lighting or other impacts on amenity?
7. Does the Holt Town Council Dark Skies Policy apply?

Are there Highway safety issues?

1. Are there issues regarding vehicle and pedestrian access?
2. Are there issues with traffic generation?
3. Is there sufficient car parking provision?

3. About the proposed buildings relationship with the immediate surroundings

1. Is a listed building affected, either directly or its setting?

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

4. Do you think the application may be contentious?

1. What are national planning policies and guidance?
2. What are regional planning policies and guidance?
3. What are local planning policies and guidance?