

Woodmansey Parish Council

Parish Council Protocol for Managing Planning Applications

Introduction and purpose

The Parish Council is a consultee for Planning Applications within the boundaries of the Parish, and as such receives notification from East Riding of Yorkshire Council with regard to new applications and Cllrs are offered the opportunity submit consultee observations to the Planning Officer concerned.

These observations may be to support, oppose or remain neutral to the respective application.

As of September 2021 the Planning Sub-Committee was dissolved by majority vote of Councillors who agreed that planning matters were the responsibility of all Councillors – the basis of this decision is to ensure knowledge of planning matters was not reserved to a small number of Councillors. This decision will be subject to review and the Parish Council reserve the right to reinstate a Sub-Committee should the circumstances require this. This may be either a temporary or permanent arrangement and a review may be instigated by any Councillor at any time.

In place of the Planning Sub-Committee the Parish Council has implemented the following protocol for managing Planning Applications and advising residents of the decisions of Councillors with regard to the respective application.

Protocol

Planning Applications are received electronically to the Parish Clerk who will add the applications to a monthly Planning Application Report. This report will be updated by the Clerk upon receipt of a new application and sent to Councillors by email. The Clerk will include the following information for each application on the Report:

- unique reference number
- applicant details (name and location)
- details of the change
- date by which comments must be submitted.

It is the responsibility of the Parish Clerk to ensure all Planning Applications received are brought to the attention of Councillors in a timely manner in order to allow Councillors to make appropriate observations where required.

Where the observation date is before the next Parish Meeting, Councillors will submit their thoughts by email to the Clerk. If the observation date is after the next Parish Council meeting, the application will be discussed by Councillors at the meeting.

It is the responsibility of all Councillors to familiarize themselves with the ERYC Planning Portal and where appropriate use the Portal to look up details of applications sent on the Planning Application Report.

If the Clerk does not receive instruction from Councillors by the time of the observation deadline, the Clerk will submit the following observation:

“The Parish Council is neutral to the application subject to there being no objections from resident affected by said application”

As a general principle, the reasons for Councillors opposing a planning application will be:

- Councillors feel it is appropriate to support members of the public affected by a Planning Application
- Councillors feel the Planning Application conflicts with internal policies or strategies, for instance its Neighbourhood Plan or ‘green agendas’
- Councillors feel the Planning Application will be detrimental to the Parish / Local Community.

The above is not exhaustive and may be extended dependent on the circumstances at the time.

Where Councillors agree (by majority vote) that they strongly oppose an application, the Clerk will be instructed to request the application is referred to ERYC Planning Committee for in-depth scrutiny.

Final observations by Councillors will be agreed and detailed on the Planning Application Report and then attached to the minutes of the respective Parish Council Meeting. These documents will then be in the public domain through the Parish Council website.

If an application is received on the date of a Parish Council Meeting this will be deferred to the next month’s Planning Application Report.

Date: November 2021

Revision date: TBC