



Syderstone Parish Council

Policy Regarding Consultation on Planning Applications

Syderstone Parish Council has set up a Planning Advisory Group and given delegated powers to the Parish Clerk

Background

Syderstone 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, enabling both council members and the public to involve themselves effectively with that process.

Responses to planning applications

These are usually sent out by the Borough Council of King's Lynn & West Norfolk (BCKLWN) Planning Directorate by email and are accompanied by a letter requesting that responses are received back within 21 days. This is to enable BCKLWN to achieve the timetable set by government in relation to planning applications. It is often possible to ask the planning officer dealing with to planning application to give an extension to this 21days - the outcome of this request though is dependent on planning committee dates and other information.

Planning Applications are accessed via the Borough Council's Planning Portal. It is the role of the Parish Clerk to monitor the "In-Tray" of the Portal and bring to Council's attention any planning application requiring parish response.

Dealing with applications at Parish Council meetings

Where possible, the Parish Council will consider planning applications at its meetings and those applications will be detailed on the agenda. In the event of them being received after the closure of the agenda they will be reported to the Chair and members as being received and details will be posted on the Parish Council's website advising of their inclusion in the next meeting. Councillors will familiarise and consider the applications via BCKLWN's website prior to the meeting and any queries raised between councillors. Each application will be voted upon at the meeting after any further comments have been made and duly considered.

The Parish Council will consider applications in line with the Borough 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

Dealing with applications outside of the Parish Council meeting

The Parish Council has set up a Planning Advisory Group (PAG) (to include all seven appointed members of the Parish Council). The Parish Council has also given delegated powers to the Parish Clerk in respect of planning applications. In the event of an application being received just after a meeting, and where no extension is possible, then the PAG will advise the 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.

In the event of an application being received which could be controversial then the Chairman and Clerk could convene a special meeting to consider the application. A quorum of three members (minimum) is required for any meeting.

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

This policy was adopted by the Council at its meeting held on 17th October 2024.

This policy will be reviewed at the July Parish Council meeting, 2026.