

Beetham Parish Council

PLANNING APPLICATION POLICY

Written by :	Checked by :	Approved by :
Date :	Date :	Date :

HISTORY PAGE

Version Number	Comments	Date Issued
1	First issue of procedure	January 2011

SUMMARY

This document defines the procedure used by Beetham Parish Council to review planning applications which apply to properties within the parish and to generate the parish council response to be submitted to South Lakeland District Council (SLDC). The objective of the document is to define a system which complies with the CALC Guidance for Local Councils.

Procedure for Reviewing Planning Applications and Preparing the Parish Council Response to be Submitted to SLDC

The system is based on classifying planning applications into 3 types :

Type A - Where the date for return of comments to SLDC is before the date of the next Parish Council (PC) meeting.

The Clerk will utilise “delegated powers” to reply to SLDC on behalf of Beetham Parish Council. In respect of each application:

- 1) Upon receipt of the application, the Clerk will email a brief description of it to the appropriate East or West Ward Planning Committee (EWPC or WWPC) members.
- 2) The Clerk will receive any emailed comments from committee members.
- 3) The Clerk will base his SLDC response on comments received before the deadline.
- 4) The Clerk will email to EWPC/WWPC members a copy of his SLDC response.

If the Clerk needs more information on a specific application before preparing the Parish Council response, he will contact individual members of EWPC or WWPC informally.

Type B -- Where the date for return of comments to SLDC is after the date of the next Parish Council meeting

Separate Planning Committees (EWPC & WWPC) will meet for 15 minutes, immediately before the start of each monthly Parish Council meeting. These meetings will be advertised to the public in the same way as a full Parish Council meeting. A pro forma template will be used to permit the Chairman of each planning meeting to quickly prepare minutes of the meeting for presentation at the subsequent full Parish Council meeting. (The Clerk will advise planning committee members in advance if there are **no** planning applications to consider).

The Clerk will then prepare a response to SLDC based upon the EWPC/WWPC meeting minutes. As for Type A, the Clerk will e-mail a copy of the response to EW/WW Planning Committee members

Type C -- Where a planning application is for a major development within the parish (e.g. proposals for more than 10 dwellings).

Where the Clerk thinks that any application he receives may be Type C, he will advise the Chairman. The Chairman will be responsible for deciding that a particular planning application falls in Type C which requires discussion at a full Parish Council meeting. If the SLDC response deadline is before the date of the next PC meeting, a special PC meeting will be called to permit appropriate discussion before this deadline.

Full details of the procedures to be used for Type A, B & C planning applications are compared in Table 1.

Appendix 1 is a template for the agenda for Planning Committee meetings.

**TABLE 1. A COMPARISON OF THE PLANNING PROCEDURES TO BE USED FOR
TYPE A, B and C PLANNING APPLICATIONS**

Steps to be Taken	Planning Application Type		
	Type A	Type B	Type C
Receipt of Planning Applications	The Clerk will receive all planning applications and will retain them.		
Decision on classification of planning application as Type C			Clerk makes an initial judgement that planning application is Type C, then obtains agreement of Chairman
Provision of Information to Planning Committee Members	The Clerk will prepare a brief description of each application & e-mail this to Planning Committee members. Detailed information is available to Planning Committee members on the SLDC website. Alternatively, the Clerk will provide the hard copy document to Planning Committee members on request.		The Clerk will prepare a brief description of each application & e-mail this all Councillors. Detailed information is available to Planning Committee members on the SLDC website. Alternatively, the Clerk will provide the hard copy document on request.
Provision of Planning Committee Comments to Clerk	Planning Committee members to email these ASAP & before response deadline		
Review of Planning Application	To be performed by the Clerk, taking account of any comments submitted by Planning Committee members.	The hard copy documents will be reviewed at the next Planning Committee meeting.	The hard copy documents will be reviewed at the next full Council or a special meeting.
Preparation & Submission of Council Response to SLDC	The Council response for the SLDC will be prepared & submitted by the Clerk utilising his “delegated powers”	The Council response for the SLDC will be prepared & submitted by the Clerk based on the minutes of the Planning Committee meeting.	The Council response for the SLDC will be prepared & submitted by the Clerk based on the minutes of the special or full Council meeting.
Preparation & Issue of Minutes	Responses for Type A & Type B planning applications will be summarised in the Planning Committee minutes. These will be reviewed in the Planning Matters section of the subsequent full Parish Council meeting.		Summary of response to be included in the minutes of the special or full Council meeting
Provision of Response Text to Planning Committee Members	To be e-mailed to Planning Committee members by copy of the response submission to SLDC		
Provision of Information to Parish Residents	Recorded in the subsequent Planning Committee minutes which will be placed on the PC website. Hard copies of the minutes are available on request from the Clerk.		Recorded in the subsequent special or full Council minutes which will be placed on the PC website. Hard copies of the minutes are available on request from the Clerk.

APPENDIX 1

**TEMPLATE FOR THE AGENDA OF
PLANNING COMMITTEE MEETINGS**

BEETHAM PARISH COUNCIL

**West Ward Planning Committee meeting at 6.45pm at XXXXXXXX on Monday
XXXXXXXXXXXXXXXXXX.**

ATTENDANCE	Present	Chair	Absent	Apols
B C Meakin				
J A Harvey				
D B Clark				
C H Noble				
I Stewart				
Members of public				

AGENDA

1. To receive apologies for absence. *See above*
2. To authorise the signing of the minutes of the previous Planning Committee meeting.
3. Public participation
4. Type A planning applications – responses lodged with SLDC by Clerk (schedule as emailed to members). *See attached*
5. Type B planning applications – responses arising from this meeting (schedule as emailed to members). *See attached*
6. Date of next meeting. *To be arranged*

Members of the public and the press are welcome to attend any meeting of Beetham Parish Council or its committees but may speak only during the Public Participation item on the agenda to raise matters relevant to the Parish Council.

BEETHAM PARISH COUNCIL – WEST WARD PLANNING COMMITTEE (WWPC)

LOG OF PLANNING APPLICATIONS RECEIVED

(as sent to all WWPC members – Cllrs Clark, Harvey, Meakin, Noble and Stewart)

- this communication is to advise you of newly received planning application(s) re property in West Ward (the Clerk is holding the original documents).
- **newly received applications are shown in bold** in the table below (recent historical information, in non-bold type, is also given for reference).
- all applications are shown by type, A, B or C (see notes below table for description of each category).
- **any Type A items in ‘bold’ require your urgent attention – please email your comments ASAP to the Clerk to enable his formal response to SLDC before the deadline shown.**
- **any Type B items in ‘bold’** are shown as advance notice of applications to be dealt with by the full WWPC at the next following BPC monthly meeting.
- more detailed information on all applications is available on the SLDC website – southlakeland.gov.uk – and from the Clerk.

SLDC ref	Type A, B or C	Address	Name	Development	Date rec.	Next following BPC mtg	Response deadline	BPC Response	Response date lodged	SLDC decision	Comments

Notes on above table:

- Application type A – where response deadline precedes next BPC meeting date.
- Application type B – where response deadline follows next BPC meeting date.
- Application type C (very rare) – as agreed between Clerk and Chairman – to be discussed at next full BPC meeting. If response deadline falls before that date, a special BPC meeting will be called.
- A ‘No objection’ response need not be lodged with SLDC (as this will be assumed by SLDC if no response is lodged).