

Document History:

Adopted on 7 September 2015

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To be reviewed: Annually

**Hemswell Cliff
Parish Council**

**Hemswell Cliff Parish Council
Planning Application
Procedure and Policy**

Parish councils do not have power to grant or refuse planning permission. Although parish councils are not the determining authority for planning applications, they can influence planning policies on behalf of the local community.

The Local Government Act 1972 (s101) require local authorities to consult parish councils on certain matters affecting their parish. A parish council is also a statutory consultee for the development, local and structure plans. Planning applications can only be refused by a planning authority for material considerations.

West Lindsey District Council (WLDC), is the local planning authority and must inform local parish councils of applications affecting its parish and consider its views when deciding on planning applications. WLDC typically allows 14 days for a 'small' application and up to 28 days for a 'larger' application.

In addition, Lincolnshire County Council determines planning applications for mineral extraction and associated development, waste management proposals and the Council's own development sites (eg schools, libraries, fire stations, highway schemes and waste recycling sites).

Procedure

1. A 'Parish Council Observations' document from the local planning authority West Lindsey District Council's Planning Department is sent to the Clerk which includes the planning application reference and subject, as well as a deadline for when comments should be received. Lincolnshire County Council sends notifications by email of any of its planning applications that affect the parish.
2. The Clerk forwards the above to all parish councillors, making clear the deadline for the Parish Council's response.
3. If the time allowed enables the planning application to be discussed at a Council meeting the decision should be taken there in public. The vote is by majority with the Chairman having casting vote.
4. If the time does not enable the planning application to be discussed at a Council meeting:
 - a) The Clerk may in consultation with the Chairman or Vice Chairman request WLDC to consider allowing an extension of time for the matter to be discussed at a Council meeting, or,
 - b) The councillors will submit their individual views to the Clerk by email with copy to other members of the Council. The Clerk will coordinate the email responses from councillors and the majority view is taken. The Clerk will seek advice from the Chairman or Vice Chairman if necessary.
 - c) The Clerk will email all councillors advising whether the planning application received comments, objections or support together with the number of replies.
5. The Clerk will submit the Parish Council's comments and where there is an objection or support, the reasons why will be stated.

6. The Clerk will submit any comments on LCC planning applications, following consideration by the Parish Council, via the on-line planning portal.

Policy

- 1) The Council will seek to protect the character of the area whilst at the same time providing for parishioners to improve their properties and for others to develop and build new properties should their plans be considered appropriate.
- 2) The Council will consider all planning applications based on their individual circumstances and merits.
- 3) The Council will aim to represent the majority view and its comments reflect local knowledge and interest.
- 4) The Council will endeavour to respond to all applications within the time frame set.
- 5) The Council will where possible discuss and vote on planning applications at Council meetings.
- 6) The Council minutes will record whether or not a decision was taken at a meeting or between meetings. The minutes will also record all decisions and where there is an objection the reason why will be stated.
- 7) The Council may consider that a planning application should be determined by Planning Committee and approach the local District Councillor for their opinion or likewise with a County Council application.
- 8) This policy will be reviewed annually.

Additional information

Information about planning applications in the area can be found at:

<http://www.west-lindsey.gov.uk/residents/planning-and-building> or

<https://www.lincolnshire.gov.uk/residents/environment-and-planning/planning-and-development/planning-application>

This document is available free online at: <http://www.hemswellcliffparishcouncil.org.uk/>

In accordance with the Parish Council's Publication Scheme this document can be purchased for 5p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

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