

Sampford Brett Parish Council



PROCEDURE FOR REVIEW OF PLANNING APPLICATIONS

BACKGROUND

Somerset Council is the decision-making authority (Planning Authority), for planning applications relating to land and properties within the borders of Sampford Brett Parish; “Somerset Planning – West Team” being the contact group.

Sampford Brett Parish Council is notified of applications (or amended applications), within the parish by email (sent to the Parish Clerk). The correspondence includes links to the Planning Authority’s website where details of planning applications and comments can be viewed or downloaded. The Parish Council has 21 days from the date of the letter in which to provide comments to the Planning Officer. The Planning Officer must take account of the Parish Council’s comments when preparing their report and recommendations.

Planning applications are decided either by the Planning Authority’s Planning Committee or by the designated Planning Officer under delegated authority. For applications that are considered by the Planning Committee, the Parish Council can apply to speak at this meeting.

REVIEW PROCESS FOR COUNCILLORS

The following describes the process for review of planning applications by Councillors.

1. On receipt of notification of a new (or amended) planning application, the Clerk will send the notification letter to all Councillors. This will include the link(s) to the Planning Authority’s website.
2. Within a maximum of five days (or as specified by the Clerk), all Councillors to undertake a preliminary review of the application. Councillors will then circulate their first views, e.g. “comments; no comments; queries, or request for a site visit” to all Councillors and the Clerk.
3. If a site visit is needed, the Clerk will arrange this with the applicant or their agent at the earliest opportunity and inform all Councillors of the meeting location and time. Residents with an interest in the application will be notified of the meeting and encouraged to attend.
4. The Clerk, in consultation with Councillors, will look to resolve any queries relating to the application. Councillors will have the opportunity to revise their comments.
5. The Clerk and Chair review Councillors’ preliminary comments and either:
 - a. Circulate a collated set of comments to all Councillors, listing which they believe, are valid planning objections and therefore warrant discussion at a Parish Council meeting; or
 - b. Clarify that Councillors have raised no planning issues on which they wish to comment.

6. If 5.b., the Clerk will write to the Planning Officer stating that “Sampford Brett Parish Council has considered the application and have no planning issues on which they wish to comment” (refer to item 10).
7. If one or more Councillors raises potentially valid planning objections (5.a.), the Clerk will either:
 - a. Include the application on the agenda for the next Parish Council Meeting if that falls before the deadline for comments, or
 - b. Convene an extraordinary Parish Council Meeting, which will be advertised on the village website and notice boards as per normal meetings.
8. At the meeting:
 - a. The Chair (or another Councillor) will provide an overview of the application.
 - b. Members of the public will be invited to comment on the application, provided they have notified the Clerk, in writing, in advance. Contributions will be limited to three minutes.
 - c. Councillors will discuss the application and resolve that:
 - (i) The application does not require formal comment – **no objection**; or
 - (ii) The application does not require formal comment and that the Councillor have **no objection and are fully supportive of the application**; or
 - (iii) The Parish Council **objects**, and planning issues of concern agreed and included in the response to the Planning Authority; or
 - (iv) The Parish Council does **not object but asks the Planning Officer to consider including defined conditions**.

If consensus cannot be reached, the course of action will be decided by a simple majority vote.
9. The Clerk will prepare the appropriate letter as directed by the resolution, (refer to Appendix A)
 - a. **No objection** – “At the Parish Council Meeting held on the **date**, it was resolved that the Parish Council had no objection to this planning application (*and are fully supportive of it*).” The Clerk to action item 10.
 - b. **Objects** – “At the meeting held on the **date** the above application was discussed, and it was resolved that the Parish Council object to the proposal on the following grounds.” A summary of the planning issues then listed. The draft letter will be circulated to nominated Councillors for final comment and authorisation for the Clerk to action item 10.
 - c. **Consider defined conditions** - “At the meeting held on the **date** the above application was discussed, and it was resolved that the Parish Council does not object but asks the Planning Officer to consider including the following conditions.” The condition(s) then listed. The draft letter will be circulated to nominated Councillors for final comment and authorisation for the Clerk to action item 10.
10. The Clerk will send the appropriate letter to the Planning Officer, keeping an electronic copy.

PUBLIC INPUT

Residents of the Parish are encouraged to tell the Parish Council their views on applications that affect them at the earliest opportunity.

Parishioners are also encouraged to comment individually on applications and, for applications to be decided by Planning Authority's Planning Committee, to apply to speak at the meeting.

The Parish Council's role is to represent the views and concerns of residents who may, for whatever reason, wish to be anonymous. There are two way this may happen, phone calls or chats with members of the council before the meeting, leading to the concerns coming to the council table or simply an anonymous letter. The council will consider these comments as part of the overall debate.

Example of Planning Letter Template

Sampford-Brett-Parish-Council		
PLANNING		
Somerset-Planning—West-Team		Date: XX-XX-2024
The-Deane-House		Our-Ref: JS/tab/P202400X
Belvedere-Road		Your-Ref: 3/28/2X/00X
TAUNTON		Contact: X X X
Somerset		X X X
TA1-1HE		X X X
Dear-Somerset-Planning—West-Team		
PLANNING-APPLICATION-REFERENCE-AND-DESCRIPTION		
<i>*Select the appropriate paragraph below*</i>		
Sampford-Brett-Parish-Council-has-considered-the-application-and-have-no-planning-issues-on-which-they-wish-to-comment-(as-set-out-in-"Sampford-Brett-Parish-Council-Procedure-for-Review-of-Planning-Applications, item-6").		
At-the-Parish-Council-Meeting-held-on-the-*date*, it-was-resolved-that-the-Parish-Council-had-no-objection-to-this-planning-application-(and-are-fully-supportive-of-it).		
At-the-meeting-held-on-the-*date* the-above-application-was-discussed, and-it-was-resolved-that-the-Parish-Council-object-to-the-proposal-on-the-following-grounds		
• => It-was-felt.....		
At-the-meeting-held-on-the-*date* the-above-application-was-discussed, and-it-was-resolved-that-the-Parish-Council-does-not-object-but-asks-the-Planning-Officer-to-consider-including-the-following-conditions.		
• => The-requested-condition(s)-are.....		
Yours-sincerely		
		
Tracey-Ann-Biss (Mrs)		
Clerk-and-Responsible-Financial-Officer		
on-behalf-of-Sampford-Brett-Parish-Council		
SAMPFORD-BRETT-PARISH-COUNCIL		
c/o-Springwood-House, 64-Tower-Hill, Williton, TAUNTON, Somerset-TA4-4JR		
clerk@sampfordbrett.org.uk - https://www.sampfordbrett.org.uk - 01984-632900 or 07713-101295		