

**CHIEVELEY PARISH COUNCIL**  
**Procedure for responding to**  
**Planning applications**

**Adopted: 12 April 2016 Reviewed: 13 February 2018**

Chieveley Parish Council is reviewing its procedures for considering and responding to planning matters now West Berkshire Council and The Planning Inspectorate cases are available to view on line. From April 2018 West Berkshire Council will no longer be providing hard copies of applications to Parish Councils nor sending notification letters to neighbouring properties of application sites.

In responding to planning applications, the Parish Council will have regard to relevant planning statements, plans and other material considerations to seek to ensure that development within the parish and adjoining areas is sustainable and in the interests of a thriving rural community in the long term. The procedure set out should be read in conjunction with the Chieveley Village Design Statement, Chieveley Parish Council Vision Statement and the Chieveley Parish Plan, West Berkshire Local Plan documents, Government planning policy and other documents.

**Procedure**

The Parish Council may liaise with stakeholders and members of West Berkshire Council in connection with planning applications.

Where pre application consideration is appropriate applicants or agents may seek an opportunity for without prejudice pre application feedback from the Parish Council. This can be either at a Parish Council meeting or other forum.

The Parish Council will respond to opportunities for consultations concerning planning policies and issues and in the case of individual planning applications, in line with the key issues defined in the procedures for 'calling in' applications to be heard at the West Berkshire Council Western Area Planning Committee or West Berkshire Council District Planning Committee and the level of objections by local residents.

The Parish Council will follow up cases with West Berkshire Council's Planning Officers and Enforcement Officers where development appear to have taken place without permission or not in accordance with approved plans.

The Parish Council may be represented at meetings of the Western Area Planning Committee or District Planning Committee Meetings of West Berkshire Council as necessary with regard to individual applications.

The Parish Council will not normally comment on applications for tree works apart from those with a Tree Preservation Order or those located within conservation areas.

The Parish Council will comment on EIA Scoping Opinion documents and other consultations as required

The Parish Council delegates authority to the Parish Clerk or in the Clerk's absence the Chairman or Vice Chairman to respond to non-controversial, small and minor planning applications. e.g: tree works, conservatories, small extensions, porches. Extensions to listed building or to property in the conservation area, large extensions and new build developments will be dealt with by the full Parish Council.

Parish Councillors and officers may seek to approach West Berkshire Council planning officers and other stakeholders for information or advice prior to the Parish Council meeting.

### **Planning Applications Detailed Procedures**

The Parish Council is one of many consultees notified of a planning application received from West Berkshire Council, the local Planning Authority and who are invited to provide planning observations and local information relevant to an application,

These procedures are designed to ensure that all interested parties understand the process that is operated by the Parish Council to consider planning applications, and all interested parties encourage participating in the process.

In view of the fairly short timescales within which the Parish Council needs to consider applications the Parish Council needs to start taking a view on applications as early as possible in the process to enable West Berkshire Council Planning Officers, and as necessary the District Councillor, to become aware of any concerns.

On receiving notification of a new application from West Berkshire Council the Parish Clerk will assess whether the application may be controversial or have significant local interest. The Clerk will check the application and if necessary obtain further information to enable the Parish Council to have all the information needed to make an informed decision and in order to seek an extension in time from West Berkshire Council so a planning application can be considered by full council if required.

On notification of a non-controversial or minor planning application the Clerk will notify the appropriate Ward Councillors (either Curridge or Chieveley Ward) the application pertains to and the Chair or Vice Chair will also be notified.

For planning applications, the Parish Council consider to be major ones, applications affecting the conservation area or new builds all Councillors will receive notification.

Should the Parish Clerk receive a quorum (minimum 3) of no objection or no comment) for a minor or non-controversial planning application the Clerk, using delegated authority, will notify West Berkshire Council of the no objection decision and report it as an absolute decision at the next Parish Council meeting.

Applications that are likely to be controversial or considered as a major application i.e. a listed building or a building in the conservation area or new build development, will be referred to the next full Parish Council meeting and included on the planning schedule as part of the agenda. If an extension of time is required in order for the planning application to be considered by full Council the Clerk, or in the absence of the clerk the Chairman/Vice Chairman will contact West Berkshire Council to make the request.

At a Parish Council meeting members of the public have a 10 minute public participation session where they can provide information and ask questions of the Parish Council on items listed on the agenda and this can include planning applications to be considered at that meeting. Please note that this time will be apportioned according to the number of people who wish to speak.

Please note that no hard copies of the planning applications to be considered will be present at the meeting from April 2018. Members of the public are strongly advised to visit West Berkshire Council's website and their [West Berkshire Council Planning Portal](#) to view applications of interest and to provide written representations as guided on line. Residents are also encouraged to copy representations to the Parish Council by email to the clerk at [chieveley.pc@btinternet.com](mailto:chieveley.pc@btinternet.com). The Parish Council are working towards having electronic copies of planning applications available at meetings to display during discussion from April 2018.

In considering each application, the Parish Council will have regard to the number and content of written representations received by the Parish Council or posted on West Berkshire Council's website by 5pm of the preceding day of the meeting and any information presented during the public participation session relevant to an application.

The Parish Council will take into account of the views of the community and the relevant planning considerations such as:-

- Scale of the development
- Visual impact upon the surrounding area
- Relationship to adjoining properties
- Design – bulk, height, general appearance
- Environment/Highway impact
- Car Parking
- Listing Status
- North Wessex AONB

In considering these issues, the Parish Council will take into account policies set out in the West Berkshire Council Core Strategy the HSA DPD, other relevant parts of the Local Plan and other material considerations such as the NPPF.

Copies of key policy documents will be available at meetings

After the Parish Council meeting the Clerk, or in the absence of the clerk the Chairman or Vice Chairman, will provide the Parish Council observations to West Berkshire Council.

The observations provided will either confirm

- No comment
- Support
- Support subject to conditions
- Objection for reasons set out
- No objection

The Parish Council may see fit to suggest to the Ward District Councillor that he/she may wish to consider “calling in” an application to be heard at the Western Area Planning Committee or District Planning Committee

The Clerk or in the absence of the clerk, the Chairman/Vice Chairman will summarise the Parish Council observations to West Berkshire Council in the consultation expiry times set by West Berkshire Council.

Should a planning application go to Appeal the Parish Council may consider submitting a written representation based on the original observations provided at planning application stage. The Parish Council may identify a representative to attend a planning appeal and hearing where necessary.

In extreme cases, the Parish Council may seek legal advice on and/or Judicial Review of the determination of planning applications and/or appeals.

## Planning Application Handling Procedure

### Type of Planning Application

