

Agenda Item 9.2
Calne Without Parish Council
Response to Planning Applications

1 Current Practice

The Parish Council currently responds to planning applications in the following way:

- 1.1 The Clerk receives notification from Wiltshire Council
- 1.2 For a small application the clerk will send that application to local ward Councillors and ask them to view the application on the Wiltshire Council website to notify her if they would like the Parish Council to make comments.
- 1.3 If the consultation date will not allow the Parish Council to consider the application at a scheduled Parish Council meeting the Clerk will ask Councillors to let her know asap if they would like to make comments so that she can ask the Planning Officer of an extension to the consultation period would be possible. In many circumstances if this is just a matter of days the extension can be accommodated.
- 1.4 For larger applications, those which the Council has had prior notice of or with a wider ranging impact the Planning application is circulated to all Councillors.
- 1.5 If the consultation period falls outside a meeting and no extension can be granted to the parish then the Chairman can at the request of individual Councillors call an extraordinary meeting to discuss the application. This meeting will need to be called with the appropriate 3 clear days' notice and at least 5 councillors will need to be able to attend for it to be quorate. In practice, at least a week is needed to make arrangements and call the meeting.
- 1.6 The problem comes if Councillors are unaware of local concern about an application until close to the end of the consultation date leaving no time to call an extraordinary meeting or there are not enough Councillors available to form a quorate meeting.

2 How many applications does the Parish receive?

The Parish receives between 60 and 80 applications a year.

April 2016-17	60 applications
April 2017-18	78 applications
April 2018-19	69 applications

The Parish Council has commented on 9 applications since April 2018. This includes comments on the long running applications at Hills, Freeth Farm and Blounts Court. There have been 2 instances where a local ward Councillor wished the Council to consider making comments but this was not able to be done within the consultation time period as the Council had no method of making a decision outside of a Parish Council meeting (scheduled or extraordinary).

3 Possible solutions

3.1 A Planning Committee

- The Parish Council could appoint a Planning Committee and delegate its powers to comment on planning applications to that Committee.
- The Committee would need to meet on a three-week cycle to cover the 21-day consultation period for applications.
- The Committee meeting would be a public meeting and so would need to be held in a publicly accessible venue, with the facility to show the plans for applications.

3.2 Cost implications:

- Cost of hall hire e.g. Lansdowne Hall New meeting Room at £9.44 per hour. The hall may need to be paid for even if not used, if a meeting is cancelled. Approximately 17 meetings a year say for 1 hour £ 160.48
- Cost to the Council of the Clerks time. The clerk will be required to attend the meeting as well as issue the agenda and minutes.

3.3 This Committee could also have delegated powers to deal with licence application consultations and consultation on registering Assets of Community Value.

4 To delegate the decision.

4.1 The Council could agree that in the case when it is not possible to consider a planning consultation at a Parish Council Meeting and an Extraordinary meeting cannot be called in time or would not be quorate, then the power to make the decision is delegated to the Clerk in consultation with the Chairman, Vice Chairman and Ward Councillor(s).

4.2 In order for this to happen the Parish Council would need to approve a policy on how this would be undertaken.

Such a policy could read as follows:

The Parish Council notes that the best method by which a Parish Council comments on Planning Applications is by discussion at a scheduled or extraordinary Parish Council meeting, to which members of the public have been invited by public notice. A meeting will always be called to comment on potentially contentious planning applications.

The responsibility for commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the next Parish Council meeting, has been delegated to the Clerk. This is in consultation with the Chairman and Vice Chairman and Councillor(s) representing the Ward the application is in and in line with the following procedure: -

1. The Clerk emails the Chairman and Vice Chairman of the Parish Council, together with the Councillor(s) representing the Ward the application from Wiltshire Council asking that they return their comments by a specified date, within the prescribed consultation period, to the Clerk for determination of the Council's response.

2. The Clerk arranges for a copy of the application details to be placed on the notice-board and website and invites comments from the public within a specified time period, also stating that the application is being discussed under delegated powers, not at a scheduled meeting.
3. The Clerk's determination and comments will be based upon planning policy and material considerations which are lawful and purely on planning (not personal) grounds.
4. The Clerk's determination and comments are forwarded to Wiltshire Council within the consultation period.
5. A copy of the decision and comments will be put on the agenda to be received at the next meeting of the Parish Council.

4.3 Cost implications: None.

- 5 **Recommendation: That the Parish Council consider how it wishes to respond to Planning consultations where the consultation period falls outside the regular Parish Council meeting dates.**