

Brimpton Parish Council

Planning Application Review Policy

The Parish Council is a statutory consultee on planning applications and is normally given 21 days to comment by the Planning Authority of West Berkshire District Council. The Parish Council has no power to approve or reject planning applications. It is, however, consulted by the planning department and invited to express a view. In general, the planning officers will decide the outcome of an application by applying planning guidelines drawn up by the district council and central government. Local residents, who may be affected by the development, and the Parish Council are then informed of the application and invited to comment.

Residents are welcome to attend the Parish Council meetings where applications will be considered. Residents can also make individual comments directly to the planning department by emailing planning department at planapps@westberks.gov.uk

There is some guidance about how to do this on the West Berkshire website at <https://info.westberks.gov.uk/representations>

The agenda for each Parish Council meeting will include an item to consider planning applications and a list of applications being considered will be included in the agenda which is publicised at least 3 working days before the meeting.

Anyone wishing to comment on a Planning Application will be given an opportunity to speak at the appropriate time during the meeting. If possible, it is helpful to let the Clerk know of your intention to attend either by phone 0118 9701576 or by email clerk@brimptonparish.org.uk .

Planning application review procedure

1. On receipt of a planning application for review or consultation from West Berkshire Planning Authority the Clerk will circulate the details to all councillors via email.

2. Councillors will then be expected to access the planning portal to review the application and supporting documents. If at that stage any Councillor believes that hard copy versions of plans would be helpful they should let the Clerk know and they will be requested (at a charge) from West Berkshire council

<https://publicaccess.westberks.gov.uk/online-applications/search.do?action=simple&searchType=Application>

3. The Clerk will add the application to the agenda for the next meeting. If the deadline for comments and/or the deadline for a decision to be made is after the next full council meeting the Clerk should request an extension from West Berkshire planning office.

4. As hard copy plans are no longer sent by West Berkshire Council if it is felt that they need to be displayed at the council meeting because of either the complexity of the plan or the amount of local interest, the Clerk will arrange for them to be displayed on the screen at the hall.

5. In the majority of cases it should be possible for the Parish Council to make a decision on the response to be given on an application in a full council meeting. If for any reason this is not possible (for example if the deadline is before the next meeting and no extension is given

by West Berkshire Council) then views will be sought from councillors via email. If the view is anything other than 'no objection' or no comment' then an extraordinary meeting should be called. If all councillors agree that either 'no objection' or 'no comment' should be returned the Clerk can be delegated to reply on the Parish Council's behalf. This decision would then be reported at the next full council meeting.

6. All responses will be based on material planning considerations i.e. the criteria by which the local planning authority will judge an application, notably whether it fulfils relevant planning policies. All councillors will abide by the Code of Practice and must declare any personal/ prejudicial interest that may preclude participation in discussion or voting. The decision on the Council's response to an application will be made by resolution as set out in the Council's standing orders and recorded in the minutes.

7. Councillors may undertake site visits, as appropriate and with permission, to assist in formulating the Parish Council's response.

8. The Clerk will email the planning department the day after the parish council meeting to inform them of the Council's view on an application and where applicable the reasons for their decision.

9. The Parish Council cannot usually revisit an application once an application has been discussed and a resolution made, unless there has been a material change to the application.

10. West Berkshire Council's planning departments final decision on an application will be reported at the next full council meeting and recorded in the minutes. All conditions applying to planning applications granted by West Berkshire Council will also be reported to the Parish Council and public at the next full council meeting and recorded in the minutes