

Broughton Parish Council

Planning Policy

Broughton Parish Council (“the Council”) has an important role in relation to planning application, as a statutory consultee in the planning process.

Responses to any planning consultation must be within a specified time frame, usually within 21 days.

The purpose of this policy is to explain how Broughton Parish Council will deal with planning applications to enable both council members and the public to involve themselves in the process.

1 Responses to Planning Applications

Planning applications are sent out for consultation by Cumberland Council/Allerdale Borough Council. These are circulated by email and are accompanied by a letter requesting that responses be submitted back within 21 days. This is to enable the planning authority to achieve the timetable set by government in relation to planning applications.

It is often possible to ask the planning officer dealing with an application to give an extension past this 21 days, however the outcome of any extension request is at the discretion of the planning officer who needs to ensure planning committee dates and decision dates are met.

2 Dealing with applications at Parish Council Meetings

- Where possible, Broughton Parish Council will consider planning applications at a full council meetings.
- The Clerk will circulate applications to all members as part of meeting papers
- All planning applications including key details (reference number, location, proposal) will be listed on each Agenda which is circulated to all and published in the public domain 1 week prior to the meeting.
- In the event of an application being received after the closure of an agenda the Chairperson will be asked if they are happy to allow the application to be considered at the meeting.
- As Broughton Parish Council is only offering comments, not making substantive decisions, it is considered appropriate that applications not be with-held from a meeting unnecessarily.
- All Councillors have a responsibility to review all documents relating to a planning application that is listed on an agenda prior to a Council meeting as hard copy papers are no longer provided to Parish Councils. Planning documents are available on the Cumberland/Allerdale website
- The Clerk will print copies of planning applications received late to the meeting to facilitate discussions where councillors have not had an opportunity to review documents in advance.

3 Responding to Planning Applications

- Broughton Parish Council will consider applications in line with the Cumberland/Allerdale Local Plan.
- Broughton Parish Council will also consider all applications with regard to the National Planning Policy Framework and any other relevant statute and legislation.
- All planning responses will be based on material planning considerations which include (but are not limited to)
- *Amenity, appearance of the development, conservation, design, effect on wildlife, highway safety, historic buildings, loss of light or privacy, noise, overshadowing of homes, traffic and parking issues.*

More information on material planning considerations can be found on the Broughton Parish Council website.

- Issues which CANNOT be taken into account include *boundary disputes, construction noise, effect on property values, loss of view, private rights.*

4 Dealing with applications outside of a Parish Council Meeting

In the event of an application being received between meetings and the dates not fitting with scheduled Parish Council meetings even with an extension:

- The Clerk will circulate the application to all councillors via email who will advise the Clerk of their comments on the application via email within the 21 day consultation period.
- All councillors will be copy their comments to all fellow councillors and the Clerk
- The Clerk will then respond to the relevant planning department with a response on behalf of the Council (as per S.101 Local Government Act 1972) which allows for delegation to the Clerk

5 Applications with a conflict of interest

- In the event of an application being received from a member of the Parish Council then the Councillor has a duty to inform either the meeting (or all councillors by email) of this interest, this member will then take no further part in any discussions or decisions relating to this application.
- If a member becomes aware during the course of a planning application being discussed either in person or via email that they have a pecuniary interest then they will take the same steps as above.
- In the event the Chair person has a pecuniary interest in an application then in a meeting the Vice Chair will take the role of Chair whilst discussing the application.

6 Extra-ordinary meetings

If an application is deemed to be contentious or likely to have significant local interest then an extra-ordinary meeting of Broughton Parish Council will be called in compliance with the Standing Orders.

7 Planning Decisions

The role of decision maker on planning applications rests with Cumberland Council/Allerdale Borough Council, and Broughton Parish Council is only one of many consultees.

Parishioners are encouraged to submit any comments they have on planning applications to Cumberland/Allerdale directly to ensure they are received into the planning system. Broughton Parish Council are more than happy to receive copies of submissions to the planning authority once they have been submitted.

The Clerk will make Councillors aware of any comments received from members of the public.

Parishioners should note that representations received to the Parish Council are not forwarded to the planning authority, and reiterate that individuals are responsible for making their own submission to the formal planning process.

Policy Approved: Jan 2024

Review: Annually to see most recent review date please visit <https://broughtonparishcouncil.co.uk/policies-procedures/>