



# *BRIZE NORTON PARISH COUNCIL*

## *Planning and Procedure Policy*

**This Planning Policy was adopted by the Council at its Meeting on 3rd June 2019.**

**Next review May 2020.**

### **INTRODUCTION**

Brize Norton Parish Council is the recipient of Planning Applications submitted to West Oxfordshire District Council (WODC) and Oxfordshire County Council (OCC) as part of their consultative process. Brize Norton Parish Council may make comments and/or recommendations on any Planning Application but the final resolution is made by OCC or WODC.

### **PLANNING COMMITTEE**

- Brize Norton Parish Council shall set up a Planning Working Party consisting of not less than three Councillors.
- The Working Party have full delegated authority to discuss and debate all Planning Applications within their jurisdiction and make decisions on behalf of the Council.
- The Working Party shall meet when necessary.
- At the first meeting after the Parish Council Annual meeting the Planning Working Group shall elect a Chairman who may, with the consent of the majority of the Planning Working Party, be replaced by any other member at any time.
- All decisions made shall be recorded along with the reasons for those decisions.
- Any recommendations, along with the reasons for those recommendations, shall be sent to the relevant authority as soon as possible after the meeting.

### **TIMESCALE**

- OCC and WODC will provide a closing date for responses. Normally the consultative period is four weeks. To ensure the Parish Council's views are taken into consideration the closing date should be met. For large or difficult applications an extension may be possible. If an extension is required the relevant authority should be informed at the earliest opportunity.
- The Clerk should use best endeavours to notify councillors of any major applications that cannot be brought before the next regular meeting before the consultative period expires.
- Members should deal with these major applications at an ad hoc meeting or by any other convenient means.

## **PUBLIC ATTENDANCE**

Any member of the public can attend any Planning Working Party meeting and may be allowed to speak, either for or against any application, at the discretion of the Working Party Chairman. If Members of the Public are to attend, the meeting must be publicised.

## **PLANNING APPLICATION AMENDMENTS**

Any decisions or recommendations made will not be amended unless additional information is submitted that is relevant to the original application.

## **SITE VISITS**

Site visits may take place, as required.

## **GUIDANCE**

The following may be used as a source of information to assist Councillors on making recommendations on Planning Applications. The list is not exhaustive and regulations may change...

- Government Policy and guidance – Acts, Circulars, Planning Policy guidance Notes etc.
- The Local Development Plan – West Oxfordshire have recently reviewed their Development Plan.
- Adopted supplementary guidance - for example car parking standards.
- Replies from statutory and non-statutory agencies (e.g. Environment Agency, Highways Authority who will be consulted anyway.)
- Representations from others - neighbours, amenity groups and other interested parties so long as they relate to land use matters.
- Effects on an area - this includes the character of an area, availability of infrastructure, density, over-development, layout, position, design and external appearance of buildings and landscaping
- The need to safeguard valuable resources such as good farmland or mineral reserves.
- Highway safety issues - such as traffic generation, road capacity, means of access, visibility, car parking and effects on pedestrians and cyclists.
- Public services - such as drainage, water supply and availability of schools.
- Public proposals for using the same land
- Effects on surrounding buildings - such as overlooking, loss of light, overshadowing, visual intrusion, noise, overbearing impact, design out of character, disturbance and smell.
- Effects on a specially designated area or building - such as green belt, conservation areas, listed buildings, ancient monuments and areas of special scientific interest.
- Effects on existing tree cover and hedgerows.
- Nature conservation interests - such as protection of badgers, great crested newts etc.
- Public rights of way
- Flooding or pollution.
- Planning history of the site - including existing permissions and appeal decisions.
- A desire to retain or promote certain uses - such as playing fields, village shops and pubs.
- Prevention of crime and disorder
- Presence of a hazardous substance directly associated with a development
- Precedent - but only where it can be shown there would be a real danger that a proposal would inevitably lead to other inappropriate development.