



## **PLANNING POLICY**

**Agreed at Full Council – 3<sup>rd</sup>  
November 2022**

**To be reviewed biennially – next  
review November 2024**

### **The role of the Parish Council in planning applications:**

Wroxham Parish Council is not a planning body but a consultee on planning matters. The planning authorities in the Parish are Broadland District Council (BDC) and the Broads Authority (BA). The Parish Council has the right to be consulted on all relevant planning and development applications and is given a strict 21 days to respond. The Parish Council is committed to ensure the parish has a voice in this matter and that the Wroxham Neighbourhood Plan (WNP) is recognised and adhered to. The Parish Council can only comment on these planning applications in the same way as any other member of the public.

### **The role of the Planning group:**

Planning applications will be dealt with by the Planning group. This is one of the groups set up by the Council to handle the day to day running of the Council. It consists of three members. The role of the group is to consider and respond on behalf of the Council to all applications for planning permission, planning appeals and enforcement issues referred to the Council by the Planning Authorities. All councillors will abide by the Code of Conduct and must declare any personal/ prejudicial interest that may preclude participation in discussion or voting. No hard copy documents will be available to look at in the meeting. Councillors are required to view the documentation online before the meeting. The Clerk will endeavour to show plans and drawings where it will facilitate discussion.

### **Procedure for handling planning applications and appeals:**

BDC & BA send notifications of new planning applications to the Clerk by email to the [clerk@wroxhamparishcouncil.org](mailto:clerk@wroxhamparishcouncil.org) address. The Clerk is to address these emails as a priority. When the Clerk is on annual leave or off sick for longer than one week the In box will be checked by the Chair or a volunteer. The response date is checked, thus deciding the procedure to be followed.

Option 1: If a Full Council meeting falls within a 21-day consultation period, and before the agenda is issued, then the item will go on the agenda to be reviewed at Council. The email will be circulated to the Planning group who will review the application and consider any comments from members of the public. The Planning group may choose to meet and to visit the site to get a better understanding of the application. The group will then form a consensus view which will form a recommendation to the Full Council meeting. This recommendation will then be voted on and the outcome of the vote recorded in the minutes. The Clerk will then notify the planning authority before the deadline for comments.

Option 2: If a Full Council meeting falls within a 21-day consultation period, but is after the agenda is issued, then the item will be treated as above but raised under Matters Arising on the Full Council meeting.

Option 3: If the consultation falls outside of a meeting the Planning group will review the application. If the application is deemed to be straightforward and complies with the WNP then the group will agree to a no objection response. This will be reported at the next Full Council meeting. If the application is complex, controversial or in breach of the WNP then there are two options:

3a) The Clerk will request an extension of time from the planning authority to allow the application to be discussed at the next Full Council meeting.

3b) The Planning group will ask the Chair to call extraordinary meeting. The Clerk will organise and publicise this as per Standing Orders.

### **Public engagement:**

The Clerk will publish all planning application on WPC's Facebook page and on the newsfeed of the WPC website. Applicants are encouraged to attend Full Council meetings and speak about their applications during the Public Speaking section of the meeting.

### **Enforcement:**

The Clerk receives a regular list of current enforcement cases from BDC which will be distributed to the Planning group. This is a confidential list and must not be disclosed to the public. If the group has any comments or concerns these will be fed back to the Enforcement department.

### **Complaints from members of the public:**

If enforcement complaints are received from the public the Clerk will contact the relevant planning authority and ask if planning permission is required in such a situation. If there is no breach then this will be fed back to the complainant. If there is a breach then the Council will ask the planning authority to investigate. The matter will be reported at the next Full Council meeting, ensuring that the identity of both the complainant and the property are not disclosed. For example – "A resident has enquired if the shed in the garden of a property in Charles Close requires planning permission. The Clerk has enquired and can confirm that a planning application is not required."

### **Tree works applications:**

These are received from the Broads Authority by email and by a "sign up" notification from the BDC planning website. BA applications have a response date, BDC do not. When these notifications are received the Clerk will pass them to the Councillor responsible for trees in the Parish. They may wish to take advice from the Wroxham tree warden who is part of the Broadland Tree Network. If the Councillor has concerns, they will share this with the relevant persons and report the concerns at the next meeting. If it is felt an objection should be made this will be done by the Clerk.