

ALDERHOLT PARISH COUNCIL PLANNING PROTOCOL

As a Statutory Consultee, Alderholt Parish Council Planning Committee meets every 4 weeks to consider and respond to planning applications affecting Alderholt.

Meeting Format

Each application is allocated to an individual councillor who will then be required to;

- Complete an aide memoire following planning protocol guidelines. It is useful to circulate the report via the office before the meeting. However, if this is not possible due to time constraints, please ensure an electronic copy is forwarded to the clerk to be retained on file
- At the meeting, report facts about the application, particularly with reference to planning policies and any other items identified
- At the meeting, answer questions from other councillors and lead the discussion in the presence of the applicant (if there).

Committee members are required to view in advance **all** of the applications to be considered at the planning committee meeting (not just the one they are reporting on). Following the report by a Cllr and any public representations, planning members, by way of a vote, will make **a joint decision** on the comment to be submitted on behalf of the Council as a statutory consultee (s.101 (1) LGA 1972- does not permit decisions relating to or arising from a council's statutory powers or functions to be taken by an individual councillor)

Public Representation

The agenda will advise members of the public who wish to make a representation on a planning application to contact the office who will then advise the Chairman before the meeting commences. If a member has not advised the office previously, it will be at the Chairman's discretion as to whether a representation can be made.

Viewing Applications

Applications will be downloaded by office staff and available for viewing at the meeting via the TV in the Committee room.

Substitute Members

Cllrs are requested to check emails each week to determine what applications they have been allocated. If a Cllr realises that they have a pecuniary interest in an application or will not be present at the meeting, the office needs to be informed in good time so that the application can be re-allocated and if necessary a substitute member organised.

- An ordinary member of the committee who has been replaced by a substitute member (in accordance with standing orders) shall not be permitted to participate in the debate or vote on business at that meeting and may only speak during any public participation session during the meeting.
- Substitute members will not form part of the rota

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Councillor Protocol

Familiarise yourself with the proposal and speak to the case officer if you think it necessary. Use the web site to gather information including any other Consultee information.

Making a site visit

If you think that you are not able to obtain enough information regarding the application from the roadside and that it would be useful to enter the property, please take note of the following points;

- The PC is neither invited nor has any additional rights to be on the applicant's property.
- If no-one is in - leave. Do not wander round 'just for a quick look'!
- If the applicant is there, introduce yourself and explain why you are there.
- Take your council **ID card** with you.
- **Advise** the applicant that the PC is a **consultee** and that any comment is decided at planning meeting by **full committee** not just one member.
- **Advise** the applicant that the decision on the application is made by the **planning authority**.
- Invite them to explain and/or show you the proposals; otherwise ask permission to look at anything.
- You're there to **gather information** and not to offer comment on what you personally think of the proposals or likelihood of outcome of application, even if the applicant asks. (This is for yours and the PC's protection, and to sidestep the awkward situation if asked for your approval of something you dislike!).
- Invite the applicant to the PC planning meeting and tell them that they can speak on or discuss their application for a short time if they want to. Advise them to contact the office if they wish to do this.

Photography

- Do not take photographs without permission of someone with authority at the property, except from public land outside the property curtilage.

Neighbours

If you are aware that a neighbour has made a complaint about this application use the site visit to consider the issues they have raised. If you are approached by a neighbour regarding the application, please make the following points clear;

- That you're there to **gather information** and not to offer comment on what you personally think of the proposals or likelihood of outcome of application, even if the neighbour asks. (This is for yours and the PC's protection, and to sidestep the awkward situation if asked for your approval/objection).
- **Advise** the applicant that the PC is a **consultee** and that any comment is decided at our planning meeting by **full committee** not just one member.

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- **Advise** the applicant that the decision on the application is made by the **planning authority**.
- Advise the neighbour to write to the planning authority with their objections which they should also copy to the PC.
- Invite them to the planning meeting and tell them that they can speak on or discuss the application for a short time if they want to. Advise them to **contact the office** if they wish to do this.

Pre-Application Planning Advice

Planning meeting July 6th, 2015, min ref 61/15, Cllrs decided that APC is unable to give pre-application planning advice. LPA planning officers are the planning experts and decision makers and offer this service to applicants. The Parish Council is only a consultee commenting on a submitted planning applications and Cllrs are therefore not in a position to give general pre-application planning advice

Local Plan Review

APC carried out a village survey in March 2017 to determine public opinion on development outside of the village envelope. At the September 2017 Full Council meeting (min 153/17) Councillors unanimously agreed to the points below, and that they should form part of Alderholt Parish Council's Planning Policy when considering planning applications

1. **That there should be no building development outside of the Alderholt Village Envelope as defined in the EDDC Local Plan 2002**
2. **That the growth of new small businesses within the limits of the Village Envelope should be encouraged and supported**
3. **That Social Housing is to be encouraged in line with the CEDDC Local Plan Part 1 Core Strategy, policy LN3**

Date	Min	Action
06/07/15	PL61/15	Amended – PC unable to offer pre-application advice
19/10/15	PL106/15	Amended – ID cards
11/09/17	PC153/17	Amended – added Local Plan Review points
09/03/18		Amended to update change to meeting frequency
Next Review	Oct 2019	

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AIDE-MEMOIRE FOR PLANNING APPLICATIONS

Refer to APC Planning Guidance Notes before completing

APPLICATION No:
Address;
Councillor Name;

PLANNING MEETING
<ul style="list-style-type: none">- You will be asked to present the application- The applicant/members of the public will subsequently be invited by the Chairman to add to your presentation if they wish

Brief summary of application location, type, proposal
Date of site visit (if considered necessary) and any comments
Comments on website (DC website should be checked for updates from Statutory consultees and public comments up to the date of the planning meeting)
Discuss with Case Officer (if considered necessary)
Relevant Planning Policies (Refer to The Local Plan www.dorsetforyou.com/planning)
Any other considerations