

SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

Planning Application Protocol

OBJECTIVE

Saughall and Shotwick Park Parish Council is currently an advisory body to the Local Planning Authority (Cheshire West and Chester Borough Council Council) for all planning applications that relate to the Parish area. The Parish Council shall consider and respond in respect of planning applications and any related matters.

The Parish Council will:

- Make representations to the Local Planning Authority on applications for planning permission of which it has been notified.
- Make representations or to elect Members to attend hearings in respect of appeals against the refusal of planning permission.
- Identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
- Deal with any other planning-related matter.

COMMENTING ON PLANNING APPLICATIONS

The Council will discuss and comment on planning applications in the presence of the Press and Public.

Notice of such meetings will be given on the Parish Council website and on notice boards at least three clear days in advance. If Members want to make a site visit, they must inform the Clerk who will ascertain whether this will be possible. Minutes of all Parish Council meetings will be recorded by the Parish Clerk or by any Member nominated at the meeting. All planning applications, responses, and decisions shall be noted in the Minutes.

NOTIFICATION

The Clerk will send details of all planning matters received to all Members of the Council. The Clerk will communicate the Council's response to matters considered to the Local Planning Authority.

INTERESTS

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. NB. If a Member has declared an interest and then considers the interest to be prejudicial,

he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

PARISH COUNCILLORS' RESPONSIBILITIES IN RESPECT OF PLANNING MATTERS

- To ensure that any objections or recommendations are based solely on planning criteria.
- To study relevant plans, visit relevant sites (if the Clerk informs that it is okay to do so) and consider any comments from residents of the parish or relevant parties before coming to a decision.
- To consider environmental aspects when assessing planning applications.
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
- To attend planning training sessions as offered by the Planning Authority, Cheshire Association of Local Councils etc. and to read all relevant documentation to ensure that they are all aware of current legislation, policy, and regulations.

REVIEW

This Planning Protocol will be reviewed annually.

Adopted	6 March 2023
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