

Baginton Parish Council

Planning Protocol

Introduction

The Parish Council gives views on applications to the local planning authority (Warwick District Council and/or Coventry City Council as appropriate), but has no powers to grant or refuse planning permission itself. As we are a statutory consultee, the local planning authority has a duty to consider the Parish Council's views, but is not required to agree with them. The Parish Council comments will carry a degree of weight, and for this reason it is important that the Parish Council conducts itself on planning matters in a way which is transparent, accountable, objective and fair.

Parish Councillors are lay people and their views are expressed in those terms.

Procedure

1. On receipt of a planning application, the Clerk shall undertake the following.
 - Distribute the application to all Councillors, along with any relevant documents available from the planning authority or a link to any documents to be accessed via the internet.
 - Notify Councillors of the date by which a response should be made to the planning authority.
 - Highlight any previous applications and decisions in relation to the new application.
 - Add the application to the agenda of the next meeting.
2. On receipt of the documents from the Clerk, Councillors shall review the application and, in particular, shall consider the validity of the application against the following:-
 - the nature and extent of the proposed development as revealed by the plans accompanying the application;
 - the previous planning history, if any;
 - whether the proposed development is in line with National Policy, the WDC Local Plan and the combined Baginton & Bubbenhall Neighbourhood Development Plan
 - whether the application site is within the Green Belt, a Site of Special Scientific Interest, the Baginton Conservation Area, a Local or Potential Wildlife Site, an Area of Great Landscape Value, and/or of Natural Beauty, or whether any other specific constraint applies.
 - what the impact may be on biodiversity at the application site and the surrounding area.
 - whether the proposed development would cause a loss of openness that would adversely affect the feel of the village;
 - what impact, if any, the proposed development would have on the adjoining properties and on the immediate neighbourhood;
 - whether the proposed development is in character with the adjoining properties and/or the surrounding area;
 - whether the proposed development has a frontage to a private unmade road and/or public footpath and/or bridle path;
 - whether the infrastructure is in place to support the proposed development;
 - whether the proposed development is of a scale that could be considered overdevelopment of the site e.g. greater than 30%.
 - whether the application site falls within the development core of the Baginton settlement;

- whether the density of the development would result in overcrowding and/or overuse of the application site;
 - the potential precedent that may be created if the application is approved by the Planning Authority, although it should be noted that each application has to be determined on its merits;
 - the comments, if any, made by any adjoining residents or interested parties who have made contact with the Council.
- 3 Councillors shall consider whether a visit to the application site and/or to the immediately adjoining properties and neighbours would be of assistance in appreciating the nature and extent of the proposed development. If visits are felt appropriate, a Councillor (usually the Chairman) will be delegated the task of contacting the resident / neighbours to arrange the aforementioned meeting.
 - 4 Having reviewed the planning documents and considered any matters derived from points above, Councillors are free to make both comments and recommendations. These may be circulated to other Councillors prior to the meeting for their consideration, or may be made at the meeting itself. Any Councillor who has declared an interest in the application should **NOT** circulate such comments or recommendations to other Councillors prior to the meeting, but, in accordance with our Standing Orders, can make comments as part of public participation at the meeting, but **MUST NOT** take part in any debate.
 - 5 Recommendations may be to **Support**, to **Object**, or to offer **No Objection** response to the application. N.B. If commenting via the WDC planning portal, Neutral must be selected where the council has No Objection. Each recommendation can be accompanied by comments or observations for consideration. A recommendation can only be resolved when the Parish Council are quorate (3 Councillors with no declaration of interest). In the event of a tied recommendation, the presiding Chairman has a second and deciding vote.
 - 6 In the unusual circumstance that so great a proportion of Councillors have declared an interest as to impede the transaction of the business, in accordance with our Standing Orders, it is permitted that the Proper Officer may grant dispensations to allow named Councillors to take part in the decision making process. Dispensations will be recorded.
 - 7 The Clerk shall report to the Planning Authority any recommendation that has been resolved by the Parish Council and record the outcome within the minutes.