

High Kelling Parish Council

Procedures in respect of Planning Matters – dated 19 Mar 2019

The procedures set out below were adopted at a meeting of the Parish Council on 19 March 2019.

1. Summary

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the North Norfolk District Council (NNDC) Planning Authority, how it communicates with villagers and how it engages with those seeking Planning Approval. It takes into account that:

- The Parish Council role is to represent the interests of the village and the villagers.
- The consultation period for a planning application is 21 days, which means that not all planning applications can be considered by the Parish Council at its scheduled bi-monthly meetings.
- The Parish Council believes that villagers are best served by the Parish Council responding to every application in a timely fashion.
- To ensure that consultations on planning applications are dealt with in time, the Parish Council has appointed the clerk to coordinate the responses of the Council to planning matters.

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken either by:

- the Parish Council as a whole, or
- by the Clerk acting on the outcome of an email consultation by Parish

Councillors

2. Planning Protocol

Options for responding to planning applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received.

Option 1: If there is a scheduled Parish Council meeting before the end of the consultation period then the Clerk will place the matter on the Agenda for that meeting and any decision will be taken at that meeting. Information about meetings is posted on the Parish Council noticeboards and website.

A standing agenda item worded as follows will allow decisions to be made on consultations which are received after the agenda has been published, but before the council meeting:

To receive and consider any further late planning applications (received after publication of this agenda)

Option 2: If there is no scheduled meeting before the end of the consultation period, the clerk will alert all members of the Parish Council via email. Councillors will be requested to respond to the email within the deadline given. The deadline will be no less than 5 clear days from the when the email is sent.

Councillors may respond 'no objection' or 'Extra Ordinary Meeting requested.' If the clerk receives one or more requests for an Extra Ordinary Meeting, one will be arranged within the consultation period. Extra Ordinary meetings will follow the same procedures with regards to decision making as full council meetings.

If no councillor requests an Extra Ordinary Meeting before the clerk's nominated deadline, the clerk will inform the District Council that the Parish Council has 'no objection' to the planning application.

The Parish Council will respond to NNDC Planning Authority with their decision as follows: - SUPPORT, NO OBJECTION or OBJECT (with justification).

3. Engagement with developers or villagers seeking Planning Approval

- The Parish Council only deals with formal planning applications notified by NNDC. We will not participate in informal or private discussions with developers about their plans.
- The Parish Council will provide a copy of these procedures to a developer or villager on request.

- A developer can contact NNDC Planning Department for information and advice about planning procedures and regulations before or during an application.
- A developer who wishes to canvass the opinion of villagers is free to make contact or to arrange a meeting.
- Planning applications will be placed on the agenda of scheduled or extra ordinary Parish Council meetings. Villagers and developers can attend the relevant Council meeting and have the opportunity to speak for 3 minutes in the Public Sessions and to listen to opinions in public.

4. Communicating with villagers about Planning Matters

- The Parish Council is consulted about planning applications and our views are taken into consideration by NNDC. However, the decision to approve or reject an application is made by the District Council based on national and local policies, priorities and regulations. An applicant can then appeal to the Planning Inspectorate. So whatever NNDC has decided the final decision, if an appeal is lodged, rests with the Planning Inspectorate.
- The Parish Council puts all planning applications on the agenda for scheduled or Extra Ordinary meetings. Every agenda is published on the Parish Council website and on the Parish Council noticeboards in the village.
- Planning Applications can be viewed online via the NNDC Planning Portal or at NNDC offices. Planning Applications can be updated and revised, so regular checking and further comment (as required) is important if you feel you have a particular interest.
- Villagers can send a letter or email to the Chair of the Parish Council expressing their views or make representations at the Public Session of the Parish Council Meeting where the Planning Application is being discussed.
- Villagers can comment on any Planning Application to NNDC Planning Authority, either online via the Planning Portal or in writing. All correspondence is included on the NNDC Planning website and considered before a decision is made.

Appendix 1

Planning Applications: What the Parish Council Does

1. How the Planning system works

Planning applications for our area go to North Norfolk District Council (NNDC), which consults High Kelling Parish Council, and others who might be affected, before deciding whether to approve or reject an application

The consultation period for a planning application is only 21 days, so not all planning applications can be considered by the Parish Council at scheduled bi-monthly meetings. Extraordinary Meetings will be convened as required if any Councillors have planning objections.

The Parish Council believes that the village is best served by the Parish Council responding to every application in a timely fashion and encouraging villagers to respond in their own right where they wish to do so.

Anyone can view Planning Applications online via the NNDC Planning Portal or at NNDC offices. Planning Applications can be updated and revised, so regular checking and further comment (as required) is important if you feel you have a particular interest.

It is worth noting that although planning applications are approved or rejected by NNDC, there is an appeals process, and the final decision rests with the Planning Inspectorate.

What influence does the Parish Council have?

The Parish Council receives notification of planning applications and our views are taken into consideration by NNDC. However, **the decision to approve or reject an application is made by the District Council** based on national and local policies, priorities and regulations. What we can do, that NNDC cannot, is:

- Hear reactions directly from villagers in meetings and through other channels

- Assess the particular circumstances here on the ground in High Kelling and what impact an application will have on neighbouring properties and the overall character of the village.

The Parish Council contributes to the decision - making process by providing local detail about conditions such as traffic volumes, vehicle and pedestrian access, and the natural environment and by feeding in the views of villagers.

What does High Kelling Parish Council do?

We are notified of planning applications by NNDC, consider each application and say whether we 'support', 'object' or have 'no objection'. If we wish to object, we give our reasons. Most planning applications are straightforward; they are for minor works and builders and architects know the policies and regulations which NNDC will use to make a judgement.

The Parish Council only deals with formal planning applications notified by NNDC. We will not participate in informal or private discussions with developers about their plans - information and advice on planning procedures and regulations is available from NNDC.

Applications to build new houses or to very substantially redevelop a house or plot can be more contentious. The members of the Parish Council don't just offer their personal thoughts, we are guided by existing policies and by village opinion, but we also recognise that each application really is different.

Further housing development within High Kelling is severely restricted by regional and national policies for the Countryside and for Areas of Outstanding Natural Beauty (AONB). Planning applications need to show that there are exceptional circumstances which justify such development.

Guiding Principle 1: High Kelling is designated as 'Countryside' and the NNDC *North Norfolk Local Development Framework: Core Strategy* only allows further

development for a limited number of purposes. These do not include ordinary domestic house building unless the application meets one of the agreed criteria

Guiding Principle 2: High Kelling lies within *The Norfolk Coast AONB* and national policy advises that development within AONBs should not take place “except in exceptional circumstances”.

Guiding Principle 3: The *North Norfolk Core Strategy* criteria for extensions, re-use and replacement of dwellings in the Countryside requires that proposals do not result in a disproportionate increase in the height or scale of the original dwelling or increase the impact on the appearance of the surrounding countryside.

This accords with the views of High Kelling residents expressed in the Village Design Guidelines of 2008 and for which there is still considerable support. Whilst recognising that some development is inevitable as individual and family needs change this should not be at the expense of the character of the village:

“High Kelling has a broad mix of housing styles and building materials but...it is important that the design and layout of the proposed development should have regard to neighbouring properties to ensure that it compliments, not dominates, neighbouring properties”

It was proposed that extensions should be subordinate to the original dwelling and any replacement dwelling should not have a greater volume than the one it replaces. Unless there are exceptional circumstances the Parish Council are opposed to any infilling, that is building extra properties on plots currently having one property.

The Parish Council uses the guiding principles but also treats each application on its merits.

In this way the Parish Council aims to be the voice of our local community and to represent the interests of the village and the villagers.