

Trimingham Parish Council Planning Policy

Trimingham Parish Council is mindful that it has an important role in relation to planning applications. It is a consultee in the planning process. Responses to those applications, must be within a specified time frame, usually 21 days. There is a need for transparency in this process. This policy is written to explain how the council will deal with planning applications so enabling both council members and the public to involve themselves effectively with that process.

Responses to planning applications

These are usually sent out by Norfolk Norfolk District Council (NNDC) Planning and are accompanied by a letter requesting that responses are received back within 21 days. This is to enable NNDC to achieve the timetable set by government in relation to planning applications. It is often possible to ask the planning officer dealing with the planning application to give an extension to this 21 days – the outcome of this request though is dependent on planning committee dates and other information.

Dealing with applications at Parish Council meetings

Where possible, the Parish Council will consider planning applications at its meetings. The Clerk will notify Members in advance of any applications received. These planning applications will be detailed on the agenda of the meeting. In the event of them being received after the closure of the agenda they will be reported to the Chairman and members as being received and dealt with outside of a Parish Council meeting. Members should view all documents relating to an application online at the NNDC website prior to a Council meeting to ensure meetings do not overrun. Only in the event that the NNDC website is down, should documents be viewed at a meeting.

The Parish Council will consider applications in line with the District Council's directive which includes, but is not limited to:

amenity, appearance of the development, conservation, design, effect on wildlife, highway safety, historic buildings, loss of light or privacy, noise, overshadowing of homes, traffic and parking issues.

Issues which CANNOT be taken into account include:

boundary disputes, construction noise, effect on property values, loss of view, private rights

Dealing with applications outside of the Parish Council meeting

In the event of an application being received between meetings, and the dates clearly not fitting with meetings even with an extension, the Clerk will circulate the application to Members who will advise the Clerk of their comments on the application electronically within the 21 day consultation period. These comments should be copied to all Councillors. The Clerk will then respond to the Planning department from the information provided, with the powers under Local Government Act 1972, authorising delegation to the Clerk.

In the event of an application being received from a member of the Parish Council, then the Clerk will ensure that the application is not sent to that Member. If a Member becomes aware that they have a pecuniary interest in an application they should declare this by email to all members, and should not participate in further email dialogue regarding the application, and should be removed from 'reply all' emails on the application.

In some circumstances, such as developments of more than two dwellings; or where Councillors object to an application; or where objections have been received from parishioners within the 21 day consultation period, the Chairman has the discretion to call an Extraordinary Meeting.

Representations from members of the public received after the 21 day consultation period will not be considered, and a planning application consultee comment will not be re-considered unless there is compelling and relevant new information available. The decision to call an additional meeting rests with the Chairman, whose decision is final.

In the event that the Chairman has a pecuniary interest in an application, the above provisions for the decision to call an Extraordinary Meeting shall pass to the Vice Chairman. As an additional meeting can only legally be called by the Chairman, or by any two councillors signing the Summons, the Chairman shall not withhold their permission to hold an additional meeting if advised by the Vice Chairman that they feel a meeting should be called.

It is noted that the District Council Planning Committee has the final say on all applications, and the Parish Council is only one of many consultees. Parishioners must write to NNDC with their views on planning applications to ensure that they are received into the planning system, and it is helpful to the Parish Council if they send a copy of their representation to the Parish Clerk to help the Parish Council in formulating their response to applications. Parishioners should note that representations received to the Parish Council are not forwarded to NNDC, and are responsible for making their own submission to the formal planning process.

Specific Local Policies and Guidance for Trimmingham

1. The Planning Policy Framework

The development plan for the area is made up of, not only the Local Plan but also the Norfolk Structure Plan (providing strategic policy framework for planning and development), the Norfolk Minerals Local Plan, the Norfolk Waste Local Plan and the East of England Regional Guidance.

2. Scope of Policy

- The conservation of the physical environment.
- The improvement of the physical environment.
- The management of traffic.
- The support of objectives in respect of community, economic and social development.
- This policy also aims to achieve environmentally sustainable growth, that is, development that meets the needs of the present without compromising the ability of future generations to meet their own needs. The Parish Council will support these policies through its planning observations and any of its own proposals.

3. Observations

- The Policy will generally follow NNDC guidance in respect of the conservation area. "An area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance".
- To consider proposed development (ie new development or alterations) in the context of adjacent properties and the wider conservation area giving consideration to:-
 - High standard of design both traditional and innovative, sympathetic with the character of the area.
 - Compatibility with the scale, mass and form of adjacent buildings and their settings.
 - Uses of appropriate materials.

- Includes good quality and appropriate landscaping that complements the area.
- Does not result in loss of important openspace.
- Does not result in the loss of important features of interest.

4. Listed Buildings

Listed buildings, whether within the conservation area or outside, will give consideration to:-

- Necessary alterations being carried out using good quality materials.
- Necessary alterations being carried out should respect the detail and form of the old including scale, design and proportion to the existing building.

5. Use of UPVC

- Plastic materials in the conservation area and on listed buildings may be strongly resisted.

6. Landscaping, Screening, Trees and Hedges

- Indigenous trees and hedging will be supported in landscaping and screening.
- Generally the Parish Council will not support the removal of mature trees to assist development.
- When development requires the removal of a hedge, it should be replanted wherever possible by a traditional hedging species.

7. Car Parking Spaces and Highway Concerns

- The Parish Council appreciates the problems of on street parking in a seaside village. It will take into consideration any parking problems, which could result from planning applications, and make appropriate observations.

8. New Development

- New development will be supported only when in accordance with the development strategy (ie inside the planning envelope).
- The Parish Council is very concerned about the need for affordable housing. It would give consideration to such small scale development (whether inside or outside the planning envelope), provided the proposal will meet genuine local needs and where there would be no significant adverse effect on the character of the village, its environment and its surroundings, and the infrastructure and services.

9. Development Other than Housing

- Such development will be supported in accordance with the development strategy when it supports objectives in respect of community and economic development and provides for management of traffic.

10. Cycles and Footpaths

- This policy encourages the use of cycle ways and footpaths.

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