

Rainow Parish Council

PLANNING PROCEDURES

1. From a pool of twelve Councillors, a Working Group will be formed, to consist of a quorum of four, including a Chairman or Vice Chairman. This Group may change its membership at certain times of the year, to cater for holidays etc. and also in cases of a contentious nature, where personal involvement would be unwise.
2. The Chairman will work closely with the Clerk to ensure that all applications are handed to him immediately on receipt, in order to arrange Assessment Meetings.
3. The half hour session prior to the Parish Council Meeting will remain to view plans and to receive the report of the Working Group.
4. Our comments should be definite and specific when replying to applications.
5. All Councillors must be sure of the location of the property relating to each application and each property to be visited by the Working Group.
6. In cases where we are not able to make a recommendation by the time of the deadline for reply, an extension should be sought from the Authority concerned.
7. Where necessary, detailed reasons for refusals should be sought from the Authorities concerned.
8. Local knowledge, from a Village point of view should be included in our recommendations.
9. The Working Group see no point in including all members of the Council in the Working Group, since there would be nobody to report back to.
10. Record every planning application notified to the Council and the Council's response to the local planning authority in a spreadsheet for such purpose.
11. All applications should be assessed using the standard form (attached) completed by the Working Group and presented to the Council for ratification. This form shall be kept by the Clerk for future reference and a register kept.

Amended January 2014
Agreed 21st January 2014

Rainow Parish Council

Planning Application Pro-forma

Register Number

Planning Group Attending

Authority

Address

Name of Applicant

Brief description

Date received

Has this been submitted before

If so when

Date of inspection

Issues to consider

1. Does it fit within the context of existing and other adjacent buildings?
2. Will it cause a loss of light or other inconvenience to its neighbours?
3. Is it excessively large (as a proportion of existing)?
4. At its highest point will this be greater than existing or its neighbours?
5. Will it cause a disruption to the general landscape of the area?
6. Is there adequate access?
7. Is there likely to be a Highways problem
8. Any other general comments