

## PRISTON PARISH COUNCIL

### Procedure for Considering Planning Applications

The Parish Council will nominate, at the first Parish Council meeting after the Annual Meeting, a minimum of two councillors (the Planning Team) to deal with the initial aspects of each planning application. The aim will be to change one member of the Planning Team each year, thus providing both continuity and breadth of experience in the Council.

The procedure on receipt of a planning application:

1. Priston Parish Council will be advised about planning consultations from B&NES by email. Parish Councils no longer receive a paper copy of planning applications plans and associated documents but will be sent a link by B&NES to each application on B&NES public access website.
2. All planning applications have a period of public consultation, normally lasting 21 days. During this time, any member of the public can register their support or opposition to the proposed development, read comments made by others, and add their own comments. B&NES requests that all comments shall be restricted to material planning considerations (those areas covered by planning policy), as B&NES cannot consider other objections. Please refer to B&NES website link below providing detail on viewing and commenting on planning applications.

<https://beta.bathnes.gov.uk/view-and-comment-current-planning-applications>

3. Priston Parish Council is also expected to provide their support or opposition to a planning application within 21 days of receipt of notification from B&NES, but the Parish Council can request an extension to this time frame if required.
4. When the Parish Clerk receives an email from B&NES, notifying them of a planning application, the Parish Clerk should forward on this notification and web site link to all Parish Councillors and specifically the Parish Council Planning Team.
5. All Parish Councillors, and specifically the Parish Council Planning Team, should look online to familiarize themselves with the planning application.
6. The Parish Clerk should, at the earliest opportunity, book the Priston Village Hall for a special Parish Council meeting to discuss & review the notified planning application. The Parish Clerk shall also notify Priston Parish of this meeting and invite the Parish to attend this meeting, by notification on the Priston website and via the Village Loop email system.
7. Ideally the special Parish Council meeting is held 7 days prior to the end of the 21 day period for public consultation.
8. The Parish Clerk should, at the earliest opportunity, write to the planning application applicant, drawing their attention to Priston Parish Council's notification of the planning application, informing the applicant that Priston Parish Council shall be notifying the affected neighbours, and informing the applicant of the date for the special Parish Council meeting to discuss & review the notified planning application.

9. The Parish Clerk should, at the earliest opportunity, write to the affected neighbours within Priston Parish, drawing their attention to the planning application, providing them with B&NES planning application public access website link, and informing them of the date for the special Parish Council meeting to discuss & review the notified planning application.
10. The Planning Team should, at the earliest opportunity, visit the site together and discuss how to complete the Priston Planning Application Checklist. After completing their site visit, the Planning Team should examine the planning application in detail, ideally together, taking into consider the application in view of the Priston Planning Application Checklist. The Priston Planning Application Checklist should be completed and become part of the special Parish Council meeting minutes.
11. For a simple application, the Planning Team shall, compile an email highlighting all of the important aspects of the application and issue to all the Parish Councillors, ideally a minimum of 7 days prior to the special Parish Council meeting. The completed Priston Planning Application Checklist should be attached to this email.
12. For a more complex application, the Planning Team shall, in addition to visiting the site, compiling an email highlighting the important aspects of the project, completing the Priston Planning Application Checklist, the Planning Team shall nominate one member of the team to explain the application, in detail, to the Parish Council at the special Parish Council meeting to discuss & review the notified planning application.
13. The special Parish Council meeting agenda should invite the planning application applicant to speak at the opening of the special Parish Council meeting, for an allocated time of 5 minutes.
14. The special Parish Council meeting agenda should also invite other members of Priston Parish to speak at the opening of the special Parish Council meeting, for an allocated time of 3 minutes.
15. Once the applicant and other members of Priston Parish have been given the opportunity to speak at the opening of the meeting, the special Parish Council meeting shall commence. Any councillor with a direct interest in the application must withdraw from the meeting at this point and exit the room. All further discussions, sharing of opinions in support or objection to the application, shall be restricted to the Parish Councillors.
16. At the completion of the special Parish Council meeting, the Parish Councillors shall agree a single response to the planning application, support or opposition, and this response shall be included in the meeting minutes as a public record. The Parish Clerk, at the earliest opportunity, shall provide B&NES with the agreed response to the planning application.
17. Prior to the special Parish Council meeting, members of Priston Parish Council, including the Planning Team, shall be available to provide support to Priston Parish; directing members of the Parish to the application on B&NES public access website, providing technical support in accessing the application on the B&NES public access website, and answering planning questions on the application. But members of Priston Parish Council, including the Planning Team, shall not be involved in the production of comments from members of the public, either in support or objection.