

Horningtoft Parish Council

Policy Regarding Consultation on Planning Applications

Horningtoft Parish Council has given delegated powers to the Parish Clerk.

Background

Horningtoft Parish Council is mindful that it has an important role in relation to planning applications as 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 Councillors and the public to involve themselves effectively with that process.

Responses to planning applications

Planning applications are emailed to the clerk but can also be accessed via the Breckland District Council's Planning Portal. It is the role of the Parish Clerk to monitor the "inbox" and bring to Council's attention any planning application requiring a Parish response. There is a 21-day deadline for responses.

Dealing with applications at Parish Council meetings

Where possible, the Parish Council will consider planning applications at its meetings and those applications will be detailed on the agenda. 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 details will be posted on the Parish Council's website advising of their inclusion in the next meeting. Members should view all documents relating to an application online at the Breckland District Council website prior to a Council meeting to ensure meetings do not overrun.

The Parish Council will consider applications in line with the Breckland District Council Planning Policy guidelines and 'material consideration' 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 your home, traffic and parking issues, loss of sunlight.

Issues which cannot be taken into account are civil matters and include:
Boundary disputes, construction noise, effect on property values, loss of view, private rights

Dealing with applications outside of the Parish Council meeting

The Parish Council has given delegated powers to the Parish Clerk in respect of planning applications. In the event of an application being received just after a meeting, the Councillors will advise the Clerk of their comments on the application electronically within the 21-day consultation period. The Clerk will then respond to

the Planning Directorate from the information provided, with the powers under Local Government Act 1972, authorising the delegation to the clerk

In the event of an application being received which could be controversial, the Chairman and Clerk could convene a special meeting to consider the application. A quorum of three members (minimum) is required for any meeting.

It is noted that Breckland District Council Planning/Development Control Committee has the final say on all applications, and the Parish Council is only one of many consultees in the process. Parishioners can write to the District Council with their views on planning applications which are published on the planning portal.

Policy agreed: September 2025

Review date: September 2028