

Marlingford and Colton Parish Council

Policy Regarding Consultation on Planning Applications.

Background

Marlingford and Colton 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

Planning Applications are notified to the Clerk via email and the application documentation can be accessed via the District Council's Planning Portal. It is the role of the Parish Clerk to bring to Council's attention any planning application requiring parish response. There is a 21-day deadline for responses. It is sometimes 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 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 a notice will be posted on the parish notice board advising of their inclusion in the next meeting. Members should view all documents relating to an application online at the District Council's website prior to a Council meeting.

The Parish Council will consider applications in line with the District Council's 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

Light pollution

National Planning Policy Framework Clause 180c and Norfolk County Council's Environmental Lighting Zones Policy both recognise the importance of preserving dark landscapes and dark skies. In order to minimise light pollution, the Parish Council recommend that any outdoor lights associated with this proposed development should be: 1) fully shielded (enclosed in full cut-off flat glass fitments) 2) directed downwards (mounted horizontally to the ground and not tilted upwards)

3) switched on only when needed (no dusk to dawn lamps) 4) white light low-energy lamps (LED) and not orange or pink sodium sources”

Dealing with applications outside of the Parish Council meeting

The Parish Council has also given delegated powers to the Parish Clerk in respect of planning applications. In the event of an application being received just after a meeting, then the Clerk will circulate the documentation, and ask Councillors for their comments on the application electronically within 7 days. If there are no comments then the Clerk will respond to the Planning Directorate, with the powers under Local Government Act 1972, authorizing delegation to the Clerk. If Councillors have comments and wish to allow for public consultation, then the Clerk will hold an extra meeting within the 21-day consultation period to allow for discussion around the issues raised. The Clerk will then respond to the Planning Directorate with the comments agreed within the 21 day consultation period.

In the event of an application being received from a member of the Parish Council, then the Parish Council Chairman / or two members of the Council may call an Extraordinary Parish Council meeting for the purposes of considering the application if they wish. A quorum of three members (minimum) is required for any meeting.

It is noted that the District Council Development Control Committee has the final say on all applications, and the Parish Council is only one of many consultees.

Parishioners can write to the District Council with their views on planning applications, and it is helpful to the Parish Council if they sent a copy of their letter to the Parish Clerk. Letters received will guide the Parish Council in formulating their response to applications.

Policy Reviewed – September 2025

Next policy review date – September 2028