



Brixton Parish Council
Policy and Procedure for the Management of Planning Applications
from South Hams District Council and Devon County Council

[Please also refer to addendum on page 4 of policy](#)

Policy (What we are going to do)

Brixton Parish Council will manage planning applications from South Hams District Council and Devon County Council to meet the time requirements.

Procedure (How we are going to do it)

1. Receipt of Planning Application by Clerk

On receipt of an email detailing a planning application the Clerk will:

- i. Check that the planning application is available to view on SHDC website.
- ii. Send an email to Chair, Vice Chair and Chair of Planning Sub Committee notifying them that a planning application has been received together with the application number / link so that it can be accessed on the South Hams District Council or Devon County website.
- iii. Chair of Planning Sub Committee to recommend to Chair and Vice Chair whether a site visit is required (within 48 hours of receipt of application)
- iv. Once agreement has been reached Chair of Planning Sub Committee to inform Clerk if a site visit will be required.
- v. Clerk to send an email to councillors notifying them that a planning application has been received together with the application number / link so that it can be accessed on the South Hams District Council or Devon County website and whether a site visit will be required.
- vi. All councillors will be required to look at the planning application via the online link

If no site visit is to be conducted:

- i. All Councillors must respond to Clerk within 5 days stating their recommendation and any comments.
- ii. This would be in the form of:
 - Object
 - Support
 - Comment
- iii. Clerk would collate responses and consult with Chair, Vice Chair and Chair of Planning Sub Committee re the responses received.

If a site visit is to be conducted:

- i. Chair of Planning Sub Committee will be required to contact the applicant within 48 hours of agreement with Chair and Vice Chair to book a site visit.
- ii. If Chair of Planning Sub Committee is unable to adhere to these timescales, Vice Chair of Planning Sub Committee will contact the applicant within 48 hours to book a site visit.
- iii. Records to be kept if there is a delay in contacting the appropriate person.
- iv. The Chairmen / Vice Chair of the Planning Sub Committee will email the Clerk who will forward with the date, time and place of the site meeting to all Parish Councillors.
- v. All Parish Councillors will respond to the Clerk within 24 hours to confirm their availability.
- vi. Councillors will attend a site visit (see below)
- vii. If a site visit can't be arranged, Councillors to have a meeting outside the gates of the property on the designated day.
- viii. Those Councillors who agree to attend the meeting are expected to have read the application and supporting documents as they appear on the local authority website right up to the time of the site meeting.
- ix. A note taker should be agreed preferably before the meeting to record details of the Parish Councillors who attend, numbers of the public and the areas which the members of the public bring to notice of the Planning Sub Committee.

2. Attendance at site meeting - a site meeting is a fact finding exercise

- i. All Councillors will arrive promptly for the meeting and be able to stay for the whole of the meeting which should not exceed an hour.
- ii. The Chairman will meet with the applicant(s) and any member of the public and introduce the Parish Councillors present and seek the views of the public on the application in the open part of the meeting. Once the Chairman is satisfied, that all the concerns have been heard, the applicant and members of the public should be informed that the recommendation will be ratified at the next meeting of the Parish Council. They should also be advised that the Parish Council's recommendation will be on the local authority's website.
- iii. Members of the Parish Council should then withdraw to discuss the information with the applicant, study the plans and site and seek any further information from the applicant/agent. The note taker should record key issues from the discussion.

3. Following the site meeting

- i. Following the site meeting the Planning Sub Committee should formally convene separately (near the site if appropriate) to discuss the application. The format for this Sub Committee meeting will follow the form 'Planning Recommendation following a site meeting'.
- ii. The chairman should make a resume of the issues raised about the application in the open meeting and site visit for discussion which should be recorded on the form and the sub-committee (if quorate i.e. 3 Parish Councillors present) should make a recommendation at this stage and the form completed and signed by the Chair of the meeting.
- iii. The completed form will then be forwarded to the Clerk for further action i.e. to forward the recommendation to the relevant local authority or place the planning application on the agenda for the next meeting of the full Council.
- iv. If the sub committee is not quorate the application should be placed on the agenda for the next meeting of the Parish Council for a discussion based on the findings from the site meeting and the application for a full council recommendation. Where deadlines are likely to be exceeded the Clerk will negotiate for additional time with the relevant local authority.
- v. The sub committee can reserve the right to have a recommendation taken to the next meeting of the Parish Council for discussion and recommendation by the full Council in which case an extension to the consultation time should be negotiated by the Clerk with the relevant local authority.
- vi. Clerk will submit the recommendation of Brixton Parish Council to SHDC via the online portal.

4. Reporting back to the next Parish Council meeting

- i. The planning application will be placed on the agenda for the next meeting of the Parish Council under Planning Matters where updates will be made as required.

Revised, updated and adopted by Brixton Parish Council – 6th March 2018
Revised, updated and adopted 30th January 2019, 27th March 2019, 27th May 2020 & 28th October 2020, 5th May 2021, 20th July 2022, 25th January 2023, 31st January 2024 and 28th February 2024.

Kirstie Aldridge – Clerk Brixton Parish Council

Addendum

May 2021 (and reviewed January 2024)

On 28th April 2021 Brixton Parish Council adopted the amended Covid-19 (Coronavirus) Business Continuity Arrangements to take effect from 7th May 2021 (due to the end of the remote legislation) which included the following arrangements regarding planning applications:

ii) Planning Applications

The Clerk will continue to follow the procedure set out in the Planning Policy (reviewed by BPC on 31st January 2024) taking into consideration the following points:

- All planning application site visits will be undertaken in conjunction with the appropriate government guidelines.
- Having obtained comments from all councillors within an agreed timescale and having secured agreement for a response from a quorate majority of councillors the clerk in collaboration with the Chairman, would submit the response to the relevant body (SHDC or DCC)
- The decision will then be reported at the next meeting of BPC.