



Thurlaston Parish Council

PROCEDURE FOR THE ASSESSMENT OF PLANNING APPLICATIONS

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Version	Author	Date	Review date
V1b	Helen Creery	Jul 2019	Mar 2020
V1c	Keith Boardman	Mar 2020	
V1d	Keith Boardman	May 2020	

Introduction

Thurlaston Parish Council (TPC), as part of its operating procedures, has in place a Subcommittee of, ideally, three councillors including an appointed chairperson, to study and provide comment back to the Borough planning department regarding Planning Applications made by property owners within the Parish.

TPC delegates power to the Planning Subcommittee to follow up each Planning Application and decide on the action then pass the comments to the Parish Clerk/Responsible Officer who will report the details to the Rugby Borough Council or Warwickshire County Council.

It is the role of this Subcommittee to collate the opinion of the TPC and on occasions, applicants and neighbouring residents who may be affected by the application proposals.

New applications are generally received by the Parish Clerk but the chair of the Planning Subcommittee will regularly check for new applications on the planning portal on the Rugby Borough Council (RBC) website.

Process

1. The Planning Subcommittee of three councillors will be appointed at the annual council meeting.
2. The Parish Clerk will circulate all incoming applications by reference number to all councillors. via email. Application details can be viewed on the RBC planning portal.
3. Comments from any council member can be circulated to the whole council for information. Actual viewing of the site concerned in the application is recommended.
4. These comments should be posted to the Chair of the Planning Subcommittee by noon 7 days before the closing date.
5. As per the RBC / WALC¹ Planning Guidelines, objections can only be based on planning regulations and not on personal opinions.
6. The Planning Subcommittee will collate opinion from councillors and all affected parties, as necessary, and formulate a response letter for submission to RBC. In order to meet RBC reply deadlines, members of the Subcommittee must either agree to the draft letter or disagree giving their reasons for their disagreement within 48 hours of receiving the draft letter. If no further comments are received then it will be assumed that Planning Subcommittee members are content with the response letter. If there are un-resolvable differences of opinion, an emergency informal Planning meeting of Councillors will be arranged.
7. Any amendments will be re-circulated for approval to gain a final consensus that the wording is a **“final Parish Council decision”**.
8. Should the TPC become aware of any material change to an application during the consultation process, the Councillor responsible for Planning will advise all Councillors immediately and if necessary, changes to previously submitted comments can be made but these must be done so within the overall time constraints set by RBC.

¹ WALC: The Warwickshire & West Midlands Association of Local Councils

9. Where a councillor who is a member of the Planning Subcommittee is in any way involved personally in an application, then that councillor will step down from the Subcommittee and not be involved in the formal preparation of the consultation response letter.
10. A replacement councillor will be co-opted to the Subcommittee for the purposes of consideration of the specific application.
11. The involved councillor will of course be able to present a view to the Subcommittee and submit an individual response (as a resident) to the RBC planning officer responsible.
12. The consultation letter prepared by the Planning Subcommittee will be sent to the responsible planning officer within the development team of RBC, by the Parish Clerk.
13. A copy of the consultation letter will also be electronically posted to the TPC website administrator for website publication as part of TPC's transparency commitment.