

## Planning Application policy

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1. In conducting its business, Bourton Parish Council (the Council) shall appoint a Planning Sub Group (PSG) to deal with applications within its area when the Clerk receives them as a statutory consultee from Dorset Council (DC). It shall be the responsibility of the Clerk to pass the application to the chairperson as soon as possible and to notify the chairperson of the statutory date for responding.
2. The purpose of the Group shall be to examine all planning applications and to make recommendations to the Council as to how to respond to DC within the statutory time limit (usually 21 days). In the case of late receipt of documents or on particularly complex applications, the Clerk shall consult with the chairperson and request an extension of time to consider the application.
3. The composition of the Group shall be decided annually at the Annual Parish Meeting and it shall comprise a minimum of three Councillors. The Council will appoint one of the Group as chairperson. The Council may also appoint any other person outside the PC to join the Group and such person may record their views on any application but shall not have voting rights.
4. It shall be the responsibility of the chairperson to notify other members of the Group of an application when it is received. The chairperson shall decide if it is necessary to call a meeting of the Group or whether to distribute the application for each member to record their decision and sign the attached report. The chairperson shall then be responsible for returning the completed report decision to the Clerk who shall send the decision to NDDC.
5. A quorum for the Group shall be a minimum of two members, one of whom must be the chairperson (or the agreed deputy). In the event that the Group are split on their views on the application then the chairperson shall ask the Clerk to include the application for consideration by the full Council.
6. In considering an application, the Group may wish to request further information from the applicant, ask to visit the site or ask for the opinions of neighbours and any other person affected by the proposal.
7. Should the application affect the interests of any member of the Group then the member shall record such interest on the appropriate form if wishing to make any comments, or to abstain from comment or voting if such interest is prejudicial.
8. If the application involves the erection of one or more new dwellings, or is of a particularly contentious nature, then the Group shall record their views and ask the Clerk to include the application for discussion by the full the Council which shall then decide whether to recommend (to DC) approval or refusal of the relevant planning application.
9. In making its decision the PSG and the Council shall have regard to the National Planning Policy Framework, the Local Plan of NDDC and the successor Local Plan of DC, the Bourton Village Design Statement and Bourton's Neighbourhood Plan.

Agreed by Bourton Parish Council

Lead Councillor/Officer:	Peter Williams
Adopted on:	October 2021
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