

PLANNING CHARTER FOR PARISH COUNCILS

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District Council is fully committed to supporting and enhancing strong and vibrant Parish and Town Councils throughout its areas and, to this end, has adopted the Devon Association of Parish Council's Charter 'Closer to the Community'.

The Council provides a wide range of services for the people of Teignbridge, although it is arguably the planning service that involves the greatest degree of contact and debate with the Parish and Town Councils.

Whilst there are statutory obligations of notification on planning matters, the District Council's aim is to provide a level of service which goes well beyond these basic obligations and now considers that it is an appropriate time to formalise arrangements with the Parish and Town Councils.

This Planning Charter has, therefore, been adopted by the District Council and will guide its future relationship with the Town and Parish Councils on planning matters. It will be regularly reviewed as part of our annual consultation arrangements.

Steve Robinson
Head of Planning Services

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WE WILL:-

1. **Consult** with the appropriate Parish/Town Council on all applications for planning permission, listed building consent, advertisement consent, deemed applications from the County Council and Government Departments and formal notifications e.g. agricultural development. Consultation will be via the medium of the Weekly List of applications which will be dispatched within three working days of completion. The full Weekly List will be sent to enable identification and comment upon proposals in adjoining parishes which may be perceived as having wider implications than the parish in which the site is located.
2. **Provide** a complete copy of all applications, and the accompanying drawings (unless requested not to do so) as a means of assisting better informed decision making and improving local availability of plans for public comment.
3. **Provide** the name of the Case Officer allocated to each application as a point of contact for information and advice which will be freely given.
4. **Carry out** sufficient local publicity of applications to enable adequate public comment to be made through the Council's adopted Site Notice Procedure and other advertising where appropriate.
5. **Notify**, by way of the Weekly List, the submission of revised plans (unless the amendments are of a minor/trivial nature) and provide a copy of revised plans unless requested not to do so.
6. **Respond** to reasonable requests to delay the consideration of applications to allow full comment to be made by parishes although in the majority of cases, Parish/Town Councils will be expected to respond to Weekly List notifications within 21 days of receipt.
7. **Invite** active participation in Working Party meetings and allow opportunities for direct representations to be made at such meetings.
8. **Invite** participation in Planning Committee Site Inspections, provide a right to make representations and hear the debate and subsequent recommendation.

9. **Undertake** to fully consider representations received from Parish/Town Councils in respect of all decisions whether made by Committee or within the Delegation Agreement.
10. **Report in full** representations received from Parish/Town Councils in all reports to Committee. The report will be included in the Committee's agenda if received in sufficient time but, otherwise, will be reported verbally if received between the deadline for preparation of agendas and the meeting itself. In emergencies, recommendations may be made by phone to the Case Officer or an appropriate Senior Officer.
11. **Provide** full and unrestricted access to all application files on request and provide photocopies of relevant documents (subject to the charges applicable at that time).
12. **Notify** all decisions reached by sending a copy of the decision notice within five working days of issuing the decision to the applicant.
13. **Provide** a written explanation in all cases when a decision is made directly contrary to the views of the Parish/Town Council.
14. **Undertake** full consultation in all cases where appeals arise as a result of refusal of permission in order to ensure that Parish/Town Councils have the fullest opportunity to make their views known and to be taken into account.
15. **Respond** to all reasonable requests for appropriate officers to attend Parish/Town Council meetings (provided sufficient notice can be given) to explain development proposals or to discuss current planning issues.
16. **Consult** (via the Weekly List) on all applications relating to Tree Preservation Orders, trees in Conservation Areas and Woodland Grant Schemes.
17. **Act promptly** upon information received regarding alleged unauthorised development and keep Parish/Town Councils informed of the outcome of subsequent enquiries and action proposed.
18. **Involve** the relevant Parish/Town Councils in all new environmental initiatives in their area and seek to promote existing/new environmental grant schemes and, if appropriate, partnership arrangements.
19. **Continue** to involve Parish/Town Councils in the management of Country Parks, nature reserves, amenity woodlands and other similar areas.

20. **Consult** at all relevant stages of the preparation and review of the Teignbridge Local Plan and take all views received fully into account.
21. **Provide** full and unrestricted access to duly made representations to the Teignbridge Local Plan and provide photocopies of relevant documents (subject to the charges applicable at that time).
22. **Consult** on all other policy development initiatives and take all views received fully into account.
23. **Provide** a written explanation in all cases when a decision is made on a representation to the Teignbridge Local Plan directly contrary to the views of the Parish/Town Council.
24. **Contribute** information and provide assistance in the preparation of village appraisals and other local studies.
25. **Promote** and develop liaison in respect of the Parish Tree Warden Scheme.