

LEIGH PARISH COUNCIL

Planning Procedures

1. Leigh Parish Council Clerk receives the planning applications from Sevenoaks District Council (SDC) and logs them on the Planning spreadsheet.
2. Leigh Parish Council Clerk emails all members of the Parish Council to inform them that a new planning application has been received. The email will contain the planning application number and the SDC website URL so that members can view the plans online if they wish. In addition the Clerk delivers hardcopy of the plans to the Chair of Planning Committee who will review and then circulate these to the Planning Committee members.
3. Leigh Parish Council Clerk will put a copy of the Planning spreadsheet on the Parish Council noticeboards before Planning Committee and Parish Council meetings, so that members of the public know what applications have been received by Leigh Parish Council.
4. The Parish Council will review planning applications during full Parish Council meetings or, if the planning application deadline is prior to the next Parish Council meeting, the Planning Committee will meet and review the applications, will send the response to SDC and advise the full Parish Council at their next meeting.
5. Planning applications will be on display at Parish Council meetings so that members of the Parish Council and the public can see them.

Please note the following:

- (a) If Leigh Parish Council does submit its response to SDC by its deadline, the SDC Planning officer may still take Leigh Parish Council's comments into account (but they are not obliged to) and further a late response removes the Planning officer's requirement to contact the SDC member (currently Alison Cook) to discuss the application.
- (b) Leigh Parish Council's response will typically be either 'support' or 'object' with evidence relating to the local plan policies.

Support

- If Leigh Parish Council submits a 'support' response that is contrary to the SDC Planning Officer's recommendation, the SDC Planning Officer will contact the SDC Local Member who then has seven days to consider the matter and discuss with the SDC Planning Officer whether the planning application should be decided by committee or delegated powers.
- If Leigh Parish Council submits a 'support' response which is the same as the SDC Planning Officer's recommendation, the SDC Planning Officer will not consult with the SDC Local Member and will make a decision by delegated powers.

Object

- If Leigh Parish Council submits an 'object' response that is contrary to the SDC Planning Officer's recommendation, the SDC Planning Officer will contact the SDC Local Member who then has seven days to consider the matter and discuss with the SDC Planning Officer whether the planning application should be decided by committee or delegated powers.
- If Leigh Parish Council submits an 'object' response which is the same as the SDC Planning Officer's recommendation, the SDC Planning Officer will not consult with the SDC Local Member and will make a decision by delegated powers.

If Leigh Parish Council submits a '**no objection**' response it would mean that the SDC Planning Officer will not consult the SDC Local Member and will make a decision by delegated powers. Please note that SDC do not take 'no objection' as support for the application.

If Leigh Parish Council submits a '**no comment**' response, then this also means that the SDC Planning Officer will not consult the SDC Local Member and will make a decision by delegated powers .

If Leigh Parish Council feels that another consultee, such as Highways, or the Conservation Officer, would have the best view on whether or not a planning application satisfies planning policy, instead of 'no comment' the SDC Planning Officer would prefer Leigh Parish Council to state this; for example the response might be 'Leigh Parish Council supports the planning application providing there are no adverse comments from Highways/Conservation Officer'.

Please note that all responses are logged on the SDC planning website as consultee comments. However Leigh Parish Council's comments are not mentioned on the notification of planning decisions, just the reasons for approval or refusal along with any conditions.