Guidance to support planning applications to be considered by Sampford Courtenay Parish Council

To ensure a clear and consistent process for the PC these considerations will be checked for each application that is considered. These notes provide additional explanation to applicants of the local process introduced to complement the national and regional guidelines implemented by the Planning Officers and where required the Local Planning committee.

It should be clear to applicants that other than when special guidelines exist the SC-PC would have a tendency to support planning applications where no objections have been received and where the access and design does not impinge on the rights of local people particularly neighbours. Whilst not always legally required a clear unambiguous statement will assist councillors to support applications.

The Parish Council would also encourage any applicant or Agent to attend the local Planning Meeting (normally held during the monthly Parish Council Meeting) as direct questions can be answered and any ambiguity in an application cleared.

Note[1] Specific regulations and National Guidelines will relate to applications of listed buildings or development within the Conservation area. A more rigorous review of the Parish Councils considerations will be made when considering and submitting their opinion to the Planning officer for these types of property

Note[2] Councillors are grateful for honest and transparent information regarding the use and design of the proposed building. An example of a good statement will include answers to some of the considerations set out under sections regarding Architectural Vernacular, impact on highways, impact on environment and sustainability.

Note[3] Provision of clear plans including elevations, and changes to existing buildings, windows and doorways are a great assistance to councillors in supporting an application. It would be useful to Councillors to know whether professional advise has been sought in preparing the plans submitted.

Sampford Courtenay Parish Council
Considerations for Planning Applications Policy

☐	Does the application relate to a Listed Building? [Note 1]
☐	Is the application within the Conservation Area? [Note 1]
☐	Have there been any objections to the Planning Application?

☐	Has a clear and transparent Design and Access Statement been submitted for consideration? [Note 2]
☐	Are there clear detailed plans available for consideration by the Parish Council? [Note 3]

Considerations regarding the Local Architectural Vernacular

☐	Are the designs in keeping with local properties / landscape that portray the general character of the area?
☐	Does the design complement the needs of the Parish including local traditional materials, styles and craftsmanship?

Considerations regarding impact on Local Highways

☐	Does the development have an impact on parking, access, increased vehicular traffic on the local area?
☐	When appropriate is there alternative transport arrangements in place to support the development?

Considerations regarding the impact on local wildlife, flowers and fauna or sites of Local scientific or historical significance

☐	Is a wildlife impact report available?
☐	Are there sufficient plans in place to minimise the environmental impact of local species? Are there provisions for bat/bird boxes?
☐	Are plans in place to minimise the impact on sites of scientific or historic significance?

Considerations regarding sustainability - environmentally, economically and socially

☐	Do the plans include use of recycled, energy efficient materials and designs?
☐	Do the plans include affordable homes for local people? *Do they support parishioners remaining in their own homes and independent living?*
☐	Do the plans support (directly or indirectly) local economic growth in the Parish?
☐	Do the plans support (directly or indirectly) independent living for family members?

Sampford Courtenay Parish Council Decision and comments			
DATE		Application No	
	Supported		
	No comments		
	Object (see comments below)		
	COMMENTS		