

## Milland Parish Council Planning Committee

At the Annual Statutory Meeting of the Parish Council held on Thursday 5<sup>th</sup> May 2016 the basis on which the Planning Committee of the council operates was reviewed. The principal aims of the review were to check that:

- i) the full council is content that the committee is performing the role that the council requires of it.
- ii) the 'mechanics' of how the committee conducts itself meet with the approval of the full council and of the members of the committee.
- iii) members of the community have the knowledge and ability to have their views heard

There was agreement on the first two points that what the committee does, and how it operates, meet the council's requirements and have its approval.

On the third point there was a discussion concerning whether the community is sufficiently aware of how to access information on planning matters and how individuals can make their views known and heard on planning applications. It was on these questions of knowledge and expression of views that it was felt that it may be helpful if details of how the overall process operates at Parish level were made available to as wide a number of households as possible.

It is hoped that the following will be of value to readers:

The parish council is a consultee on planning matters; it is not the decision-making body. The actual decisions on planning applications are made by the South Downs National Park Authority (SDNPA) although, for now, the SDNPA has delegated this role to Chichester District Council (CDC). At some future date it is intended that the decision making will be brought "in house" to the SDNPA.

Usually on Tuesday each week, the SDNPA sends an email to the Clerk to the Parish Council and the planning committee chairman, with listings by parish of planning decisions made the previous week and of new planning applications received.

Later in the week plans in respect of new applications for developments of/alterations to property in Milland parish are mailed by CDC to the planning committee chairman. These are then reviewed by each member of the planning committee and each person can express views on the application(s) and to request a visit to the site of a proposed development/alteration if they feel it would assist them in forming their views.

If a site visit is required then this is arranged, via the Clerk, with the property owner or their agent (architect, for example).

If, following the review of plans and/or following a site visit, it is felt that a formal planning committee meeting would be appropriate then the Clerk will book a suitable meeting room, inform the planning applicant of the meeting, summon planning committee members to the meeting and place a notice of the meeting on the Parish Council noticeboard (located in the MVMH car park) which acts as an invitation to the public to attend and express views if they so wish.

Irrespective of whether there is a public meeting, neighbours are welcome to raise issues with a member of the planning committee (contact details are provided below).

There is no requirement for councillors to approach the neighbours of a property for which a planning application has been received.

The Parish Council has three weeks from the date of notification in which to submit its views to the SNDPA. It is important to note that for views or objections to be valid for consideration by the planning authorities, they have to fall within certain criteria and should cite the particular criteria under which the submission of views is/are being made. In other words, just saying that the council does not like a

proposal will not carry any weight.

CDC or the SDNPA will put up a Planning Notice in a prominent position outside a property for which an application has been made:

- a) when the application is in a conservation area
- b) when the building is listed
- c) at the responsible planning officer's discretion

Neighbours to a property where a planning application has been submitted always receive direct publication (notification) of the application from CDC or the SDNPA.

Planning applications are still published in local newspapers each week.

Details of planning applications and decisions as well as copies of all documents, including plans the SDNPA has received and has issued are available to the public via the SDNPA website. Details of the planning application history on each property where an application or applications has/have been made are also available. These and current applications can be accessed via:

<http://planningpublicaccess.southdowns.gov.uk/online-applications>

Individual members of the public can use the website to make comments on applications.

The website also enables individuals to set up 'alerts' to planning applications.

The current members of the Milland Parish Council planning committee, with contact details, are:

Colin Stopher (Chairman)	phone 741231	email: colinstopher@gmail.com
Nigel Cartwright	phone 741909	email: nigel@idlehill.co.uk
Helen Davies	phone 741272	email: h_e_d@btinternet.com
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