

**Ewyas Harold Group Parish Council
Planning Checklist**

- **Tick if the answer is YES. Leave unticked if the answer is NO.**
- **If any boxes are ticked, is a site visit required? Please notify the Clerk asap.**

1.

Are there design issues regarding:

- the roof lines
- the materials used
- over cramming
- the size of the building (100% larger than neighbouring building/s)
- the setting of the building

2.

Is the location:

- outside the settlement boundary?
- adjacent to the settlement boundary?

3.

Are there amenity issues regarding:

- overlooking of neighbouring dwellings?
- incompatible land use proposed with existing adjacent land uses?
- the size of curtilage?

4.

- Is a listed building affected, either directly or its setting?

5.

- Does the proposal create a negative impact on the architectural and landscape setting, including built and natural heritage?

6.

- Does the application impact upon an open space with local value (usable or visual)?

7.

- Would the development impact upon other local issues (e.g.: traffic, sewerage etc)?

8.

- Are the proposals in conflict with the Ewyas Harold Design Statement?

9.

- Are any old walls to be demolished?

10.

- Do you think the application may be contentious?

Comments:

Planning Protocol

There is an expectation for parish councillors to ensure that they have sufficient knowledge of the details of any planning application that the parish council is consulted upon in order to be able to discuss and comment effectively. The onus is on individual councillors to make a judgement on whether they have enough information relating to site, location etc. in order to do this.

Procedure for planning applications:

- Clerk receives notification of planning application for a parish within the group. Clerk notifies all members of the application and posts it on the parish council website.
- Members view the application online (paper copies are no longer available from Herefordshire Council).
- If councillors believe they need additional information in order to comment on the application, depending on the nature of the query they can either:
 1. Contact the clerk explaining the information required. The clerk will seek this information from the relevant planning officer and pass the response to all councillors.
 2. Look at the site as an individual. If a councillor has any queries that may be answered by viewing the site, providing that the site can be viewed from a point that is publicly accessible, they may do so.
 3. A site visit with other council members. If a councillor feels this is necessary, they should notify the clerk as soon as possible so that this may be suggested and arranged, although attendance is not compulsory. At no point should councillors access private land without permission. Sites may either be viewed from a publicly accessible area or permission gained from the landowner. There should be no discussion on site, particularly if members of the public are either invited or passing by.
 4. Members may speak to neighbours in the vicinity of the site application.

Councillors should be aware of material planning considerations and ensure comments from the parish council are on this basis.

If the response deadline is prior to the next parish council meeting, the clerk will request an extension from the relevant planning officer. If the request is denied, members will be consulted on whether they believe the application requires an extraordinary meeting to be called (usually if an application could be potentially contentious). If not deemed necessary authority is delegated to the clerk to submit comments agreed by a minimum of five councillors.