



STOTFOLD TOWN COUNCIL

PLANNING APPLICATIONS POLICY

INTRODUCTION

All parish and town councils are statutory consultees on any planning application received by the local planning authority.

The knowledge of Town Councillors represents local views, provides local knowledge, raises areas of concern, informs debate, and adds value to the process.

AIMS AND OBJECTIVES

Aims

The aim of the planning applications policy is to improve the way in which Stotfold Town Council responds to planning applications.

Objectives

The objectives are to streamline and speed up the consultation process where applicable and to concentrate on larger, or more complex planning requests as appropriate.

POLICY

Stotfold Town Council Planning Committee consider all planning applications as notified by Central Bedfordshire Council as the local planning authority. All planning applications, irrespective of type of application are reported to the Planning Committee.

To be decided in consultation with all Town Councillors.

All Town Councillors will be emailed on a 2-week basis a list of all planning applications.

Unless notified otherwise by a Town Councillor, the following 'minor' applications will be decided by email. These would usually be decided by the Planning Authority Case Officers and include:

- Single storey rear extensions.
- Porches and conservatories.
- Garage conversion into habitable space.
- Repairs/restorations to listed buildings.
- Advertising.
- Summerhouses and offices in gardens.
- Tree works (any application for tree works will also be referred to the tree warden for comment).

The Clerk will advise Members of a deadline for reply. Responses will be collated and the planning authority informed. If opinion is divided a meeting will be arranged to debate the issues and formulate a response to the consultation. Any Town Councillor can ask that the application be considered by the Planning Committee.

To be automatically decided at a Planning Committee meeting

Members will be summoned to a meeting in accordance with the planning committee terms of reference and include the following types of application:

- Demolition and replacements.
- Variation of Conditions.
- Large extensions.
- Applications with a substantial impact on neighbours/street scene.
- Change of use.
- Applications requiring listed building consent (not including repairs and restoration).
- Infill.
- New developments.
- Social infrastructure.
- Community facilities.
- Request by a member of the Planning Committee.

Housing Development

In the interests of fairness, transparency and integrity, Officers and all Members of the Town Council can be requested to meet with Housing Developers together (where possible) to discuss aspects of planning related to new housing developments within its town borders. Housing Developers must undertake all consultation in line with planning laws and regulations and ensuring that its consultations with the public are transparent, inclusive, compliant with regulations and fair.

Revision History

Date Adopted	April 2024
Date Reviewed	August 2024 Inclusion of Housing Development