

Chelmsford Garden Community Council planning policy

Purpose

Chelmsford Garden Community Council (The Council) has a right to be consulted on all planning and development applications relating to this Parish as a statutory consultee. The Council is committed to ensure that the Parish has a voice within the planning process and to ensure that procedures are in place to enable the Council to engage on planning issues in a transparent and legal manner.

Planning application procedures

Planning applications will be notified to the Council by the relevant planning authority via email to the Executive Officer who will ensure that the applications are notified to Councillors and will provide a link so that the applications may be viewed together with associated documentation.

This Council has to power to either consider planning applications at a Council meeting or a meeting of the planning committee, an extra-ordinary meeting in cases of urgency or by the use of the powers delegated to the Executive Officer.

So that Councillors are fully informed they should follow the weblink provided by the Executive Officer and to view the documentation prior to the relevant meeting.

If a Councillor wishes to undertake a site visit to better familiarise themselves with the application they may do so but must not enter onto any part of the property without the consent of the property owner. In addition, such a visit may only be a fact finding visit and no views or opinions upon the application may be expressed to any person during such a visit.

Any meeting in which a planning application is to be considered will include a public session whereby members of the public may express their views to the Council upon a planning application. Councillors may ask questions of a member of the public but prior to the discussion and decision upon what representations to make should not express an opinion upon the application within the public session.

The Council will consider each application on its merits and base any response with reference to regional and national planning policy, particularly the National Planning Policy Framework and the current version of the Chelmsford City Council Local Plan.

When a decision on the representations to be made in relation to an application has been made the response will be communicated by the Executive Officer to the relevant planning authority.

If the Council considers that an application is particularly contentious it may request that a local City Councillor request that the matter be heard by a planning

committee of the planning authority rather than by the use of officer's delegated powers.

It should be noted that the final decision upon a planning application is not within the remit of this Council and any complaints in relation to decisions made should be directed to the relevant planning authority.

Councillors must also bear in mind their duties in the Code of Conduct relating to declaring interests and also the duty not to be pre-determined in relation to planning matters.

This policy was adopted by Chelmsford Garden Community Council on 6th July 2023.

Date of review May 2025