

UPPER SHERINGHAM PARISH COUNCIL

PLANNING POLICY

REGARDING PLANNING APPLICATIONS

Upper Sheringham Parish Council is mindful that it has a role in relation to planning applications as a consultee in the planning process and has given delegated powers to the Clerk in line with the following.

Background

1. Upper Sheringham Parish Council has an important role in relation to planning applications as a consultee in the planning process. Responses to those applications must be within a specified time frame, usually 21 days.
2. There is a need for transparency in this process. This policy is written to explain how the Council will deal with planning applications so enabling both Councillors and the public to involve themselves effectively with that process.

Responses to Planning Applications

Planning Applications are accessed via the North Norfolk District Council's planning portal. It is the role of the Parish Clerk to bring to Council's attention any planning application requiring a Parish Council response. There is a 21 day deadline for responses.

Dealing with Applications at Parish Council meetings

1. Where possible, the Parish Council will consider planning applications at its meetings and those applications will be detailed on the agenda. In the event of them being received after the closure of the agenda they will be reported to the Chair and members as being received and details will be posted on the Parish Council's website advising of their inclusion in the next meeting. Members should view all documents relating to an application online at NNDC's website prior to a Council meeting to ensure meetings do not overrun.
2. The Parish Council will consider applications in line with NNDC planning policy guidelines, also a Neighbourhood Plan where adopted, and any material consideration, but is not limited to:
Amenity, Appearance of the development, Conservation, Design, Effect on Wildlife, Highway Safety, Historic buildings, Loss of light or privacy, Noise, Overshadowing and Traffic and parking issues.
Issues which cannot be taken into account are civil matters and include:
Boundary disputes, Construction noise, Effect on property values, Loss of view and Private rights

Dealing with Applications Outside Meetings

1. The Parish Council has given designated powers to the Parish Clerk in respect of planning applications. In the event of an application being received after a meeting, where no extension is possible, then members will advise the Clerk of their comments by email within the 21 day consultation period. The Clerk will respond to the Planning Authority with information provided.
2. In the event of an application being received which could be controversial, the Chair and Clerk could convene an extraordinary meeting of the Council to consider the application.
3. NNDC planning committee has the final say on all applications, and the Parish Council is only one of many consultees in the process. Parishioners can write to NNDC with their views on planning applications which are published on the planning portal.

Policy adopted 2nd July 2026