



Teignbridge District Council Parish Planning Charter

Teignbridge District Council is fully committed to supporting and enhancing strong and vibrant parish and town councils throughout its areas and, to this end, has produced a Planning Charter which works alongside the Statement of Community Involvement .

The Council provides a wide range of services for the people of Teignbridge, although it is arguably the Planning Service that involves the greatest degree of contact and debate with the parish and town councils.

Whilst there are statutory obligations of notification on planning matters, the Council's aim is to provide a level of service which meets the requirements of both the parish and town councils and Teignbridge District Council.

Teignbridge District Council is committed to implementing e-consultation but is sympathetic to the issues parish and town councils face. Some changes have already been implemented in conjunction with parish and town councils and over time there may be the possibility of moving towards an e-consultation process.

This Planning Charter has been adopted by Teignbridge District Council and will guide its future relationship with the parish and town councils on planning matters. It will be regularly reviewed as part of our annual consultation arrangements.

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Service Manager – Development Management

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Teignbridge District Council Planning Charter for Parish and Town Councils

Teignbridge District Council will:-

1. Consult with parish/town councils on the application types listed below allowing 21 days for comment from the date of the letter (unless otherwise stated).

Parish/town councils are requested to reply by email (not by post) to **planning@teignbridge.gov.uk** within the stated time period and to ensure that responses do not include any personal information they would not wish to appear on the website (e.g. parish clerk's home details etc). Responses should be based on material planning considerations and must not include any comments which could be considered to be inappropriate.

Consultation, will take the form of a combination of a complete physical copy of the application and/or an email alert advising the documents can be viewed on line at **www.teignbridge.gov.uk/planning** and/or inclusion within the weekly list.

2. Send a list of applications received each week by email to a nominated email address (normally the parish/town clerk) within two working days of completion of the list. The 'Weekly List' enables identification and comment upon proposals in adjoining parishes which may have wider implications than the parish in which the site is located.

3. Provide information and advice on any application when contacted by the parish/town council.

Consultation

	Days	Printed copy	Email alert	Weekly List
Planning Application	21	✓	✓	✓
Variation of Condition	21	✓	✓	✓
Modification of Section 106	21	✓	✓	✓
Listed Building Application	21	✓	✓	✓
Conservation Area Application	21	✓	✓	✓
Demolition Notice	14	✓	✓	✓
Hazardous Substances Application	21	✓	✓	✓
Advertisement Application	21	✓	✓	✓
Agricultural Notification	14	✓	✓	✓
DCC Applications	21	✓	✓	✓
DCC Consultations	-	-	-	✓
Certificate of Lawfulness (existing)	21	✓	✓	✓
Circular 18/84 notifications	14	✓	✓	✓
Works to trees subject to TPO	21	-	✓	✓
Works to trees in a Conservation Area	21	-	✓	✓
Hedgerow Notifications	21	-	✓	✓



4. Publicise applications by way of Site Notice, letters to neighbours where appropriate and statutory newspaper adverts to enable adequate public comment to be made. All publicity methods allow 21 days for comment.
5. Notify, by way of the Weekly List or by re-consulting, the submission of revised plans (unless the amendments are of a minor nature) and provide a copy of revised plans if re-consulting, unless requested not to do so. This information can also be viewed on line at **www.teignbridge.gov.uk/planning**
6. Respond to reasonable requests to extend the timescale for consultation on applications to allow full comment to be made, although in the majority of cases, parish/town councils will be expected to respond to consultations within 21 days (unless otherwise stated) of the date of the letter.
7. Undertake to fully consider representations received from parish/town councils in respect of all decisions whether made by the Development Control Committee or within the Delegation Agreement.
8. Invite participation in Planning Committee Site Inspections, provide a right to make representations and hear the debate.
9. Report representations received from parish/town councils in all reports to Development Control Committee and in all delegated Officer Reports. A written report on any representations received will be included in the Committee's agenda unless not received in time when it will be reported verbally at the meeting.
10. Provide the opportunity for a parish/town councillor to address the Committee for 3 minutes as a representative of the parish/town council, in accordance with the Council's code for Public Participation at Development Control Committee meetings.
11. Provide full and unrestricted access to all application files at 24 hours notice and provide photocopies of relevant documents (subject to the charges applicable at that time). All applications made between 1995 and 2004 have been scanned under our programme of backscanning which will continue until the rest of 2005 and 2006 have been scanned. These applications together with those from November 2006 onwards are available to view on line at **www.teignbridge.gov.uk/planning**
12. Send a copy of the decision notice by email within five working days of issuing the decision. The decision notice and officer/committee report are also available to view on line at **www.teignbridge.gov.uk/planning**
13. Provide an explanation in all cases when a decision is made directly contrary to the views of the parish/town council. This will be in the form of a copy of the Officer's Report and/or copy of the Committee Agenda/Minutes.
14. Encourage applicants to include parish and town councils in the pre-application discussion period for major applications so that they can liaise with developers and provide opportunities for community consultation by helping to publicise the proposal and facilitate viewing of plans/documents by the public where appropriate.

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15. Notify when appeals arise as a result of refusal of permission in order to ensure that parish/town councils have the opportunity to make their views known and to be taken into account. This is not possible for householder appeals where, under government legislation, there is no further opportunity for comment.

16. Respond to reasonable requests for Officers to attend parish/town council meetings (provided sufficient notice can be given) for example to explain a specific development proposal which is particularly contentious.

17. Act promptly upon information received regarding alleged unauthorised development/use and keep parish/town councils informed of the outcome of subsequent enquiries and action proposed.

18. Engage and consult the relevant parish/town councils about new environmental initiatives in their area.

19. Engage and consult at relevant stages of the preparation and review of Teignbridge Local Development Documents (plans in the Teignbridge Local Development Framework) and take views received fully into account.

20. Provide full and unrestricted access to duly made representations to the Teignbridge Local Development Documents and provide photocopies of relevant documents (subject to the charges applicable at that time).

21. Engage and consult on all other policy development initiatives and take all views received fully into account.

22. Provide a written explanation in all cases when a decision is made on a representation to the Teignbridge Local Development Documents directly contrary to the views of the parish/town council.

23. Contribute information and provide assistance in the preparation of Parish Plans and other local studies and give consideration to such documents being developed into Council Policy.

