

Wretton Parish Council Approach to Planning

Approved July 2025 – Next review July 2026

Wretton Parish Council acknowledges that the Planning Authority requests comments on planning applications within set timeframes.

Prior to Planning Consideration, the Council should:

- Consider whether to highlight to Parishioners via the PC Website or Facebook Page.
- As far as practicable ensure immediate neighbours are aware of the application and appreciate any implications for them.
- Consider whether to consult with Borough or County Councillors for support.
- Consider whether to request that the Planning is 'Called In' via the Borough Councillor for Planning Committee review.

As the Parish Council meets Bi-monthly these timeframes cannot always be met through comment at scheduled meetings.

The following procedure has therefore been approved:

Planning Applications requiring comment within the timeframe of scheduled meetings:

The Clerk will email details received of all Planning Applications in the Parish to Councillors within 5 working days of receipt and, at the latest, two clear days before a meeting, should applications be received the Friday before a meeting.

All Councillors agree that they will regularly check their emails and that they will view all Planning Applications and documents as notified via the online Planning Portal at www.west-norfolk.gov.uk prior to the meeting, where it will be discussed in public and a resolution reached on a coordinated Council comment.

The response shall be compiled in conjunction with the Chair, Vice Chair and Clerk. This will then be submitted to the Planning Authority by the Clerk.

Planning Applications requiring comment between scheduled meetings:

The Clerk will email details received of all Planning Applications in the Parish to Councillors within 5 working days of receipt. If the deadline for comment falls before the next scheduled Parish Council meeting the Clerk will highlight this to Councillors.

All Councillors agree to view the Application and documents via the online Planning Portal at www.west-norfolk.gov.uk and return comment on the application within five working days of email delivery. Should the application fall within the criteria of low-level building such as porch extensions and permitted development and there are no material objections from any Councillor whatsoever, it is resolved that the Councillors may delegate the function to The Clerk, in consultation with the Chair and/or the Vice Chair, to provide a Parish Council response to the Planning Authority. If neither the Chair nor Vice Chair is available the delegated function is suspended until they become available again.

Should a minimum of one Councillor return comment amounting to a material planning consideration on the Planning Application an Extraordinary meeting will be called by the Chair. This will ensure that the Application can be discussed in a public forum before a response to the Planning Authority is agreed.

Any delegated decision will be recorded at the next scheduled public meeting.