

Planning Committee Process

Great Chart with Singleton Parish Council

Purpose of this Process Document

This Process document sets out how the Planning Committee will operate to ensure fair, transparent and lawful consideration of planning matters.

Status of the Parish Council in Planning

The Parish Council is a statutory consultee and provides comments to Ashford Borough Council as the Local Planning Authority.

Legal and Policy Frameworks

[Town and Country Planning Act 1990](#)

[Localism Act 2011](#)

[National Planning Policy Framework](#)

[Ashford Borough Local Plan 2030](#) (2041 pending)

[Great Chart Village Design Statement](#)

[Chilmington Green Design Statement 2012](#)

Terms Of Reference – Appendix One

[Code of Conduct](#)

Role of the Planning Committee

To consider planning applications, appeals and related consultations using the relevant Legal and Policy Frameworks. Only material planning considerations will be considered - see Appendix Two.

To make comments as delegated by the Terms of Reference etc.

To abide by the Terms of Reference.

DEALING WITH A PLANNING APPLICATION

Notification of Applications

Notification of a planning application is received by The Clerk where the Parish Council is a statutory consultee. The Clerk will forward these to the Deputy Clerk/admin for the Planning Committee.

Planning Committee members can sign up to the Planning Alerts from Ashford Borough Council -

https://ashfordboroughcouncil.my.site.com/pr/s/subscribe?c_r=Arcus_BE_Public_Register

The Planning Committee Clerk/Administrator should also sign up for the Planning Alerts email as it will also list any Decisions made on previous applications, and any applications for Discharge of Conditions, Prior Notification, Lawful Development Certificates, or Tree Protection Orders. The Parish Council is not statutorily consulted

on these applications but can submit a comment if the planning committee resolves to agree one.

Once an application has been received it will be added to the Planning Application Tracking Spreadsheet and then added to the next available Planning Committee meeting agenda. The spreadsheet will only be accessible if you have permission to view this folder. If it is inaccessible, please contact theclerk@greatchartsingleton-pc.gov.uk

OneDrive - Great Chart and Singleton Parish Council\Parish Council Documents - General\Planning\Planning Protocol

Process from notification of application to submission of comments

Responsibilities of Deputy Clerk/Planning Committee Clerk

- Confirm planning committee meeting date
- Produce the meeting agenda
- Add new applications and/or decisions made to the tracking spreadsheet
- Send out the agenda, three clear days ahead of the meeting date, with any supporting documents attached. The agenda is sent to all parish councillors, and the relevant borough and county councillors where there may be an interest.
- Publish the agenda on the parish council website under Planning Committee
- Attend the meeting, take the minutes, agree any comments or actions to be taken, and agree the next meeting date
- Upload the approved minutes of the previous planning committee meeting on to the website under Planning Committee
- Submit all agreed comments via the [Planning Portal](#)
- Type up the draft minutes and circulate to those who were in attendance for any comments
- Update the Planning Comments and Decisions document that is presented to the next available Full Council meeting
- Update the tracking spreadsheet with any comments, decisions, or dates for next actions
- Send out the meeting request for the next agreed meeting date
- Send agreed draft minutes to all councillors, and any other people present at the meeting for any comments or suggested changes
- Upload the agreed draft minutes to the website under Planning Committee

Responsibilities of members of the planning committee

- Planning Committee members can choose to sign up to the Planning Alerts if they wish (link above)
- Note the date of the next Planning Committee meeting

- Be aware that the agenda will be published three clear days ahead of the meeting, and that this time should be used to look at each planning application to be discussed
- Once the agenda has been published, look at each application on its own merits and consider the material planning considerations found at Appendix One
- Attend the meeting with an open mind, take part in the discussion and vote to either support, comment or object to each application

Applications that go to ABC Planning Committee

If the planning committee decide that a particular application should be discussed at the Ashford Borough Council planning committee, then a request should be sent to the relevant Ward Member to 'call it in'.

The comments that were submitted for that particular application will be taken into consideration, and a representative of the Parish Council is entitled to speak for three minutes at the relevant meeting, but this must be arranged in advance.

Applications that go to [Planning Inspectorate](#)

If an applicant is not happy with the decision they have been given, they must in the first instance, appeal to Ashford Borough Council. If the initial decision is not overturned, then the applicant ONLY, can take their appeal to the Planning Inspectorate.

If an appeal is then heard by the Planning Inspectorate, the Parish Council will be notified. Since April 2026, further comments can no longer be added at this stage, unless there has been a material change in circumstances, but this is unlikely.

Planning Enforcement

If a planning application is approved with certain conditions, these should be met within the set timeframes. The Parish Council can make a note to monitor these conditions, and if it is felt that they have not been met, the matter can be reported to the [Ashford Borough Council Enforcement team](#).

National Consultations

Most relevant national consultations will be publicised via SLCC and NALC communication channels. These should be added to the next planning meeting agenda for discussion and agreement of any comments. There are a number of planning related consultations that also take place, but these often don't affect the work of parish councils, so judgment should be used as to whether they should be discussed or not.

Appendix One

Planning Committee

Terms of Reference

1. Introduction

The Planning Committee is a committee of Great Chart with Singleton Parish Council, responsible for reviewing and commenting on planning applications in the parish area.

2. Purpose of committee

To consider and make recommendations as authorised on the following:

- All planning applications referred to Great Chart with Singleton Parish Council by the Planning Authority for the parish area.
- All other planning matters concerning Great Chart with Singleton Parish Council, including liaison with external organisations, developers, residents or any agency proposing change to the built environment.

2. Membership

At the annual meeting of the Parish Council at least three councillors will be appointed. Members shall consist of the Parish Council Chair or Vice-Chair and at least two members of the full council. Non-council members are welcome to attend the meetings but will not be able to vote. Members of the committee shall be reviewed at the Annual Parish Council meeting in May.

3. Quorum

To enable the meeting to proceed and recommendations to be agreed at least three councillors must be present. A quorum shall compromise not less than three councillors and all apologies for absence shall be recorded.

4. Meetings

Meetings will be conducted under the full Great Chart with Singleton Parish Council Standing Orders. Members of the public will be welcome to present their views on the planning applications. The committee shall, if deemed necessary, nominate individual councillors or non-councillors to review a specific aspect of the planning application.

The committee shall normally meet monthly, or when required to meet deadlines. The meeting dates will be published on the website and all councillors will be invited.

5. Attendance

The group may invite such other persons to attend its meetings as it deems necessary.

6. Public Participation

Meetings will be open to the public.

7. Administration

The Deputy Clerk or Clerk will provide administrative support for the committee.

8. Agenda

The Deputy Clerk or Clerk will prepare the agenda for each meeting, which shall normally include a list of planning applications to be reviewed.

If an application is notified after the agenda has been published, an extension to the comment's deadline should be requested in the first instance. It could also be added to the next Full Council meeting if the timescale is suitable.

As a last resort, the application can be discussed under 'Any applications received after publication of agenda' with a link to the Ashford Borough Council planning portal website.

9. Minutes

Written minutes will be taken to record the committee decisions and will be approved at the next planning committee meeting.

The Deputy Clerk or Clerk will be responsible for arranging meetings and for the recording and distribution of minutes to all councillors and interested parties. The minutes will be available on the Parish Council's website once approved.

10. Comments

Planning application comments will be submitted to the local authority following resolution at the relevant committee meeting, and a report noting the comments will be presented to the next Parish Council meeting.

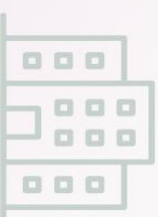
11. The local authority

The Deputy Clerk or Clerk is responsible for submitting the response on behalf of Great Chart with Singleton Parish Council before the due date. If appropriate the Deputy Clerk or Clerk may request an extension from the planning officer to meet the meeting timetable.



MATERIAL PLANNING CONSIDERATIONS

Committee Checklist



Residential & Amenity Impacts

- Loss of privacy / overlooking
- Loss of light / overshadowing
- Noise, dust, fumes, smells
- Adequacy of parking and turning space
- Highway safety and traffic generation
- Vehicular access



Heritage & Environment

- Effect on listed buildings or conservation areas
- Impact on protected trees (TPOs)
- Nature conservation and biodiversity
- Archaeological significance
- Risk of flooding or ground contamination



Design & Layout

- Design, appearance, and materials
- Layout, scale, dominance, and density
- Landscaping and visual amenity



Policy & Precedent

- Government policy and planning guidance
- Proposals in the development plan
- Previous planning decisions and appeals
- Planning conditions and developer contributions



Accessibility & Infrastructure

- Access for disabled persons
- Infrastructure capacity (e.g. drainage, sewage)
- Sustainable use of minerals

