

Sampford Peverell Parish Council Planning Process

Last updated September 2022

1. MDDC notifies the SPPC parish clerk about a planning application in our parish.
2. The Parish clerk sends it out to all PC members.
3. If the deadline for comments is before the next SPPC meeting, the Parish Clerk will ask MDDC to extend the deadline to allow us to discuss the application at our meeting, unless we all agree that we do not need to discuss it or do not need to submit a response.
4. The SPPC planning coordinator evaluates the application information that is displayed on the MDCC planning website. If it is so straight forward that no inspection is needed then the planning coordinator will suggest this to the rest of the SPPC, and we go to step 8. Otherwise the planning coordinator will ask for a volunteer or two to visit the property with them. The planning coordinator will arrange with the property applicant a suitable date / time for the visit. Other SPPC members will also read the application and may ask the people visiting the property to check certain aspects of it.
5. The SPPC volunteers visit the property, raise any concerns with the owner, and if possible check with any neighbours who might be affected as to how they feel about it. They also check that a planning notice is posted outside the property.
6. The planning coordinator, or stand-in if they were not one of the visitors, sends out a report to the rest of the SPPC listing the pros and cons of the application, issues, or recommendations, and suggesting how we should respond. It may be discussed further by emails exchanged between SPPC members.
7. If the application is controversial or for a large development then SPPC may call a public meeting to discuss it.
8. Planning applications are listed in the agenda of the next SPPC meeting. At that meeting members of the public can comment on these planning applications during the Open Forum. In the planning section of the meeting we will discuss the applications and recommendations and agree on how we want to respond.
9. The Parish Clerk will send our response to MDDC.
10. SPPC may ask one of our MDDC councillors to call an application in to their planning committee if we object to it strongly, and someone from SPPC may attend the relevant MDDC planning committee meeting.