CLYFFE PYPARD & BUSHTON PARISH COUNCIL PLANNING POLICY 2026

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Author Clerk to the Council	**Review** Annually
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1. Planning applications are reviewed by the Parish Council as a whole, which is made up of seven non-professional volunteers. The Council seeks to take a broad parish perspective on any planning application received from Wiltshire Council.
2. The Parish Council will consider all planning applications based on their individual circumstances and merits. All responses will be based on material planning considerations, including relevant planning policy documents, design, impact on the area, highways and traffic considerations, and the local environment. Non-material considerations, including moral issues, personal circumstances and property prices, will not form part of the Council's response to Wiltshire Council.
3. The Parish Council will seek to respond to all planning applications within the timeframe stipulated by Wiltshire Council.
4. Where a planning application is received in time for consideration at a scheduled Parish Council meeting, it will normally be included on the agenda and discussed at that meeting.
5. Where a planning application is received after publication of the agenda, the Clerk will notify councillors by email. If there is sufficient time and the matter can lawfully be considered, the application may be discussed at the meeting; otherwise, it will be dealt with under the delegated process set out below or considered at an additional Council meeting if required.
6. Where planning applications are received outside the normal meeting cycle, or where the response deadline falls before the next scheduled meeting, the following delegated process will apply.
7. Upon receipt of a planning application and associated documents, the Clerk will forward the application to all councillors by email. Each councillor will reply individually to confirm either that they have no comments to raise or that they wish to raise comments for consideration.
8. If any comments are raised, the Clerk will use the comments received to draft a response on behalf of the Council.
9. The draft response will be circulated to all councillors by email. Councillors will be given a minimum of 48 hours to provide further comments before the submission deadline, where the available timeframe allows.
10. The Clerk will incorporate any further comments received. The Chair/Vice Chair will review the final version, and the Clerk will submit the response to the Local Planning Authority.

11. If no councillor raises comments within the timeframe available, the Clerk will submit a statement confirming: “The Parish Council has reviewed the Planning Application and has no comments to make at this stage.”
12. All submitted responses, including “no comment” statements, will be included on the agenda of the next Parish Council meeting for noting.
13. An additional Council meeting may be called where an application raises matters of wider public concern, where councillors consider that discussion in public is required, or where the delegated process is not appropriate.
14. The Parish Council’s opinion will represent the majority local interest and comments will reflect local knowledge and interest in the local environment. The Parish Council will seek to ensure that any development, either new development or alterations to existing properties, blends in with and is sympathetic to the surrounding area. The Parish Council’s response to a planning application will not include any indication or statement of support for, or objection to, such application but will be limited to comments made or, where no comments are made, a statement in accordance with paragraph 11 above.
15. Pre-application meetings may be requested with the Parish Council by parishioners to provide basic guidance and information. Residents are reminded that councillors are not qualified planners and do not make decisions on planning applications. For formal planning advice, residents should contact Wiltshire Council.
16. This delegation will be reviewed annually at the Annual Parish Council Meeting, or earlier if required.

Adopted June 2026. To be reviewed annually at the Annual Parish Council Meeting or earlier if required.