



## Lower Halstow Parish council Planning application assessment

Councillor:	Date:
Planning ref:	Decision:
Application title:	

Weight	Does the application:	Yes	No	n/a
High	Re-use a Brownfield site?			
	Offer small-scale (minor) incremental development?			
	Provide high quality design?			
	Allow residents to improve/modernise their homes?			
	Assist local elderly, vulnerable, or first-time buyers?			
Medium	Avoid a major increase to traffic flow or a reduction in road safety?			
	Increase local employment opportunities (including homeworking)?			
	Avoid areas liable to flood and manage surface water effectively?			
	Enhance or protect biodiversity?			
	Avoid using good agricultural land?			
	Avoid the loss of amenity for existing residents?			
Low	Offer enhancement or protection to the local landscape?			
	Avoid a significant increase to light or noise pollution?			
	Deliver modern energy efficient and low carbon homes?			
	Contribute to the viability of village services?			
	Contribute to village priority projects?			

Notes:



## Councillor Guidance Notes

1. This is a planning toolkit to help Parish Councillors to consider planning applications sent to them by Swale Borough Council. All Councillors will be given expert tuition in its use as part of their continual & recorded councillor training.
2. Its objective is to simplify complex planning policies so that Councillors (and anyone else) can apply simple tests to assess positive and negative impacts that proposed developments may have within the parish.
3. It is also designed to make decision-making logical, transparent and beyond reproach; meaning that parishioners will always be able to see how the Parish Council has reached an unbiased, objective decision, consistent with clear rules and based on agreed criteria.
4. Although the criteria in the checklist cover all major national and local planning policy considerations, there will occasionally be exceptional circumstances, which may be added with the Chairman's agreement.
5. Councillors should look up all planning applications listed on an agenda for a PC meeting (*Note: The Parish Clerk will include a Hyperlink to each in the agenda*). Where provided, Councillors should read the Design & Access Statement (D&AS). This is a simple summary of what the application is all about and is written in a non-technical manner.
6. Councillors must carefully consider applications against the weight given to items in the assessment checklist. For example, an application to re-use a brownfield (previously developed) site is to be given great weight.
7. It will still be appropriate for Councillors to ask questions and debate aspects of a planning application at a PC meeting. However, with the Strategy in place, this will be limited to points of clarification or requests for additional information.
8. Following any such discussion the Chairman will call for a vote to make a decision on whether to support or oppose a planning application and Councillors will vote according to completion of their assessment forms.
9. When notifying the Local Planning Authority of the PC's decision, the Clerk will refer to the use of the adopted LH Planning Strategy. It may be considered useful to quote the main reasons for reaching the decision by reference to the assessments in some cases as well as a list of any conditions that the Parish Council may wish to have imposed.