

Cannock Wood Parish Procedure and Information on Planning Matters. Approved 19th June 2025

Planning applications should be made to Cannock Chase District Council (CCDC) and they decide the outcome of every application.

What role does Cannock Wood Parish Council (PC) play in the review of planning applications?

The role of the Parish Council (PC) is to represent local views and should: -

- Provide local knowledge.
- Raise areas of concern.
- Inform, debate, and add value to the process.
- Contact and involve District Councillors if required.

How does CWPC fulfill their role?

Parish Councils are statutory consultees in the planning process and must be informed of all planning applications within the parish and any significant amendments to those applications. The PC can only comment on planning applications in the same way as any member of the public. The deadline for replies is normally 21 days from the date of the letter or notice.

Any comments by the PC must be agreed during a properly called public council meeting. If the date of receipt of notification is too close to the next PC meeting for the proposal to be properly assessed then the PC will request a short extension of time for submission. If the application is received prior to the summer or winter recesses, an extension will be requested until after the September or January meetings.

The Parish Clerk is notified of planning applications in the parish by Cannock Chase District Council (CCDC). The clerk informs the councillors that an application has been submitted and of its reference. The PC has nominated a councillor as **Planning Lead** who is responsible to the council for:

- Notifying the public that an application has been received. This is normally by posting on Nextdoor (details of current planning applications and their status will also be published in the council's minutes of meeting which are available on the website and notice board).
- Reviewing the application and any comments from the public received by the clerk.
- Presenting their assessment as to whether the application should be accepted or not and, in the case of recommended rejection give reasons for this.
- The Planning Lead's recommendations should be circulated to the council with other papers prior to the monthly council meetings.

Prior to the meeting, members of the PC will study the plans, forms and details submitted with the application carefully and can request the views of the statutory bodies e.g., English Heritage, Environment Agency, Highway Authority, AONB, etc. The local planning authority will almost certainly be bound by the advice of such statutory bodies.

Members of the public attending the meeting can comment, speak in support, or object to any application during the '**Open Forum**' segment of the meeting, but not during the council's deliberations later. However, they may be asked to provide clarity on details of the application.

during the PC's deliberations at the invitation of the person chairing the meeting.

The recommendations of the Planning Lead and any other comments received from councillors will be debated during a properly called council meeting. Planning consultation responses agreed at the PC meeting are submitted in writing by the Parish Clerk to the CCDC Planning Dept after review by the Chair/Planning Lead and any other councillor who wishes to see the draft response.

How can the Parish Council influence planning decisions?

Please remember that the PC is only a consultee and counts as one opinion. Residents who wish to give their opinion on a planning application should send their own individually written letters or e-mails (in your own words rather than a circular type as these are more effective) direct to the planning department at CCDC.

Residents may also wish to share their opinion with the PC, because otherwise the PC's response will be based solely on the views on the councillors and the advice of the Parish Clerk. The PC can and will seek the views of residents of the Parish, particularly in controversial cases, and will reflect such local feeling during the deliberation process.

The PC's comments in response to a planning application can only be based on planning matters. Where possible the PC can quote policies in the Local Plan and made Neighbourhood Plan as these are the starting point for considering the merits of any application. The PC will ensure that its duty to conserve and enhance biodiversity is an integral part of its consultation responses to planning applications

Whilst the local planning authority must consider the representations of the PC this does not mean that an application will be decided in accordance with the views of the PC. In reaching a decision, the local planning authority is required to weigh up all issues associated with an application and comments made by the PC may have insufficient weight to enable the application to be determined in line with the wishes of the Parish.

Effective comments or objections must have a genuine material planning consideration of relevance to the development and be clear, concise, relevant, and accurate.

Material Planning Considerations include:

- The design layout and landscaping of buildings, including building density, appearance, materials and effects on street.
- The relationship between new and existing buildings, particularly in relation to privacy, daylight and sunlight (overshadowing).
- The presence of trees and other landscape features.
- Effect on wildlife and the countryside (openness of the Green Belt and preserving the qualities of the AONB)
- Access, traffic and transport issues including highway safety and adequacy of parking.
- Noise and smell.
- Risk of flooding or pollution.
- Effect on historic buildings.
- Contribution to the local economy.
- Cumulative impact
- Past planning history or appeal decisions of the site.
- Central government policy and guidance (National Planning Policy Framework, Planning Practice Guidance).

The following are NOT considered to be material considerations:

- Effect on property values.
- Loss of view from an individual property.
- Existence of restrictive covenants on the use of land or buildings.
- Ownership and access rights.
- Property maintenance issues.
- Competition between individual businesses.
- The fact that his application is for a different form of development than a recent approved scheme.
- Identity of or history of the applicant.
- Noise and disturbance from construction work.
- Damage to property.

When the PC response is '**NO OBJECTION**' it is satisfied that all the above have been considered carefully and applied to the application under consideration has no area for objection. However, the PC may make recommendations for planning conditions to be added to the application should the local authority grant approval.

Planning conditions will only be imposed by the local authority where they are: -

- Necessary
- Relevant to planning and to the development to be permitted
- Enforceable
- Precise
- Reasonable in all other respect.

The right to representation

An applicant and any persons affected by the application may request to address the Parish Council in order to support or object to it. Should you wish to address the Parish Council please contact the clerk via email: parish.council@cannockwood.org

Planning Decisions.

Around 95% of all decisions on planning applications are decided by the planning authority case officers without being reported to a Planning Committee. Planning officers make a recommendation to the Principal Officer with delegated authority to make decisions. The case officer's recommendation may or may not be accepted and the decision is not made until the formal Notice of Decision is signed by the Principal Officer.

Alternatively, any member of the Planning Committee may request an application is determined by the Planning Committee prior to the consultation expiry of the application for the following reasons.

The application is:

- a major development.
- has an exceptional level of public interest.
- likely to raise in debate on planning issues.
- Where the applicant (or their spouse or partner) is an employee or a member of the Local Council.
- Where the decision would be significantly contrary to policy in the Local or Neighbourhood

Plans.

- Where the Local Council is the applicant.

Parish objections where the officers are recommending permission does not include:

- domestic extensions.
- lawful development certificates.
- works to protected trees.

Based on the above the PC will, if required, request that an application be brought to committee anytime up to the point that the decision is agreed.

Appeal of decisions

Under normal circumstances, an applicant has six months to appeal any decision. The appeal may take several months as a government expert is appointed to oversee the process and make the decision. His or her decision is final and will be influenced by national policy.

Cannock Wood Parish Council Neighbourhood Plan Application Response Form				Application Reference		
Description of Development						
Address or Location						
Registration Date		Date Parish Council Notified		Target Date for Determination		Date of Determination
Policy Number	Policy Name			Parish Council's Comments		
CW1	HOUSING DESIGN					
CW2	LOCAL CHARACTER					
CW3	NON-DESIGNATED HERITAGE ASSETS					
CW4	HISTORIC ENVIRONMENT					
CW5	VIEWS AND VISTAS					
CW6	PROTECT AND ENHANCE LANDSCAPE HERITAGE					
CW7	PROTECTING, CONSERVING AND ENHANCING THE CANNOCK CHASE AREA OF OUTSTANDING NATURAL BEAUTY (AONB)					
CW8	PROTECT AND ENHANCE THE BIODIVERSITY AND GEODIVERSITY OF THE PARISH INCLUDING TREE AND HEDGEROW COVERAGE					
CW9	TRANQUILITY AND LIGHT POLLUTION					
CW10	FOOTPATH AND BRIDGEWAY IMPROVEMENTS					
CW11	HIGHWAY SAFETY					
CW12	COMMUNITY ASSETS					
CW13	PUBLIC REALM AND OPEN SPACE					
CW14	VILLAGE BOUNDARY					
Other Comments						

<p>Outcome: How was the planning application determined and how were the Neighbourhood Plan policies and Parish Council comments dealt with in the decision?</p>	
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