

# DOGMERSFIELD PARISH COUNCIL

**Ref:** 63/20  
**Title:** Planning Protocol  
**Adopted:** 27 May 2020  
**Review:** July 2022

## Background

Dogmersfield Parish Council (DPC) has an agreed and widely respected Neighbourhood Plan (NP) which details the Parish's vision and objectives for future development within the Parish. The NP sets out a range of 16 local policies to be followed in respect of new development, in addition to aspirations for the use of any Community Infrastructure Levy (CIL) resulting from agreed development. It is recognised that the NP has the support of a majority of Parishioners and is therefore of major significance when planning applications are reviewed by DPC. All Councillors involved in the consideration of planning applications are expected to have a knowledge and understanding of the NP and to follow its agreed policies (whether they personally agree with them or not).

Whilst not the final arbiter on Planning Matters the Parish Council has the responsibility of commenting on local Planning Applications, which comments are then forwarded to Hart District Council for inclusion in their consideration of the application. In making their decisions HDC must 'have regard to' the comments of DPC, the NP, the Hart Local Plan and the National Planning Policy Framework (NPPF). It is acknowledged that HDC may not always be in agreement with the recommendations of DPC regarding whether a particular application be given planning permission.

## Dogmersfield Neighbourhood Plan

### *Vision*

The vision for the Dogmersfield Parish Neighbourhood Plan area is "that by 2032 Dogmersfield will continue to retain the distinctive eclectic design mix of this historical rural community, whilst delivering appropriate housing requirements for the next twenty years. The essentially one-sided linear nature of the built environment will be preserved; the attractive open space gateways on all the approaches to the village will be vigorously protected; and the views across open meadow and farmland within the parish will be preserved".

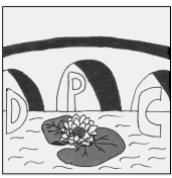
### *Objectives*

To achieve this vision, the following plan objectives have been adopted:

#### **Housing:**

Ensure that any future development in the parish is designed to:

- Be appropriate to the size of the existing village
- Be of an appropriate type, size and quality that contributes towards meeting the needs of the community
- Be sited with particular attention to the visual character of the village, impact on local infrastructure, environmental impact, sustainability, traffic flow and quality of life
- Follow the traditional village design as outlined in the Dogmersfield Conservation Area Character Appraisal and Management Proposals 2012.



# DOGMERSFIELD PARISH COUNCIL

Is limited to small scale development in respect of any available sites, to a maximum of five houses.

Has separate policies for individual sites so that any new application is site specific.

Preserves the open gateway on the approaches of the village.

Preserves the open views in the centre of the village.

Maintains one-sided linear development that retains important gaps in the Chatter Alley and Church Lane frontage which contribute to the character of the conservation Area.

Ensures that the gaps between Dogmersfield and neighbouring settlements of Winchfield and Crookham Village remain unchanged.

## ***Environment:***

To conserve and enhance the natural environment and maintain important habitats and ecological corridors by protecting countryside features such as woodlands, hedgerows, rights of way, ponds, the river and the canal.

To conserve and enhance the Basingstoke Canal, the Dogmersfield Conservation Area and the Historic Park.

To encourage landowners to create new permissive footpaths and bridleways.

To maintain "Dark Sky" within the parish with no streetlights, floodlights and other lighting, restrictions are to be incorporated in new build planning requirements.

To provide screening for unsightly utilities installations within the parish.

To explore the feasibility of creating an area for school staff parking off road.

To work with local authorities to provide solutions to speed and parking issues on Chalky Lane, Church Lane and Chatter Alley, with particular reference to the overflow parking, the commercial units, and school pick up and drop off.

To designate suitable green areas as Local Green Spaces.

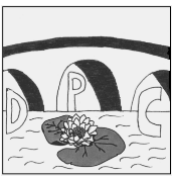
## **Neighbourhood Plan Review**

Dogmersfield Parish Council, as the NP responsible body, is responsible for maintaining and periodically revisiting the Plan to ensure relevance and to monitor delivery. The Plan will be reviewed by the DPC at least annually and revised when necessary to ensure it continues to meet the needs of Dogmersfield residents and relevant District and National planning regulations.

## **Consideration of Planning Applications**

In line with all Council business Planning Applications must be discussed and agreed in a public forum with the opportunity for members of the public to comment on the application. To achieve this all planning applications\* will be scheduled for discussion at Council meetings, being notified on the Council meeting Agenda prior to each meeting.

Members of the public wishing to speak in regard to a specific application may request an opportunity to speak at the Council meeting. Their contribution will be limited to three minutes.



# DOGMERSFIELD PARISH COUNCIL

Where a number of people wish to comment on the same application the Clerk will encourage them to elect one spokesperson. The Chairman of the meeting may (in accordance with Standing Orders and at their discretion) allow other members of the public present at the meeting to speak to the application under discussion.

\* The councillor with the role of Planning Lead will in conjunction with the Clerk agree which applications will be brought to Council for consideration. Minor matters and those in relation to work on trees will only be presented for discussion at Council if they have the potential to have a material effect on aspects of the NP detailed above.

Where it is apparent that HDC's deadline for planning comments is in advance of the scheduled Council meeting the Planning Lead in conjunction with the Clerk will request an extension. If the required timescale cannot be met, then full details of the application will be placed on DPC's website and the Lead Councillor will take responsibility for seeking colleague councillors opinions and agreement to the comments to be submitted to HDC. This procedure will only be used if HDC cannot for sound reasons extend their deadline for comments.

## **Declaration of Interests**

At each Council meeting all councillors must consider whether they have 'a personal interest, or a pecuniary interest' in relation to the planning applications to be discussed and if they do so they must declare it. This decision is the responsibility of the individual councillor and not the Clerk, who is however available to provide advice on whether a particular Councillor's situation warrants a particular declaration. Councillors making a 'declaration' will be guided in regard to their behaviours at the meeting by DPC's current Code of Conduct.

### *Declaration of a 'Personal Interest'*

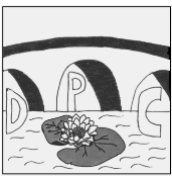
The type of application that may result in a councillor declaring a 'personal interest' could for example be because the application relates to a property that is owned by their child's teacher or a member of staff at the local pub, to whom they chat regularly. They could not be construed as having any financial advantage to gain by voting for or against the proposed application but, by the nature of their personal interest, could be said to have a 'personal interest' which might be swayed by their relationship with the applicant.

A councillor declaring a 'personal interest' may at the meeting take part in the discussion regarding the application but may not vote. They are not required to leave the room whilst the vote is held but could chose to do so.

### *Declaration of a 'Pecuniary Interest'*

The type of application that may result in a councillor declaring a 'pecuniary interest' could for example be because the application relates to a property that is next to or adjoining the councillor's own property or one of their family members, or the developer or applicant is a family member. They could in this case be construed as having a possible financial 'pecuniary' advantage to gain by voting for or against the proposed application.

A councillor declaring a 'pecuniary interest' may at the meeting make representations, answer questions or give evidence in relation to the application but must then leave the room whilst the discussion and voting takes place provided members of the public are also allowed to attend the meeting for the same purpose.



# DOGMERSFIELD PARISH COUNCIL

## *Dispensation*

'If the planning matter is such that some or all Councillors must declare either a 'personal interest' or a 'pecuniary interest', thereby resulting in an inquorate group of councillors eligible to take part, but it is considered by the Clerk to be of material importance for the Parish Council to comment on the application, then the Clerk may issue a Dispensation to allow all councillors to take a full part in the debate and to vote.

## **Consideration of other Planning Matters**

From time to time DPC will be notified of appeals, pre-applications, neighbouring parish planning applications, Hampshire County Council applications, Local Plan consultations etc. It is the responsibility of the Planning Lead in discussion with the Clerk to decide whether these specific items should be discussed at a Council meeting or just passed to councillors as a matter for information. The process for dealing with these matters is detailed in the role of the Planning Lead below.

All councillors may be freely involved in commenting on DPC's proposed response to such matters. Where a councillor has previously expressed a 'general interest' or 'pecuniary interest' in regard to the same planning matter this does not disbar them from commenting on the text of DPC's proposed response to an appeal, consultation etc.

## **Planning Lead**

Each year at the Annual Meeting of DPC a councillor will be appointed as Planning Lead. The Planning Lead is the focal point for DPC regarding planning matters. The role involves identifying relevant planning applications and other planning issues affecting the Parish of Dogmersfield and the preparation of regular 'Planning Reports' (see below) for DPC's consideration. The Planning Lead may, and will normally be expected to, make recommendations to DPC, but may not make statements or express views which could be taken to be on DPC's behalf, that have not been formally approved by DPC in accordance with Standing Orders.

Specialist planning expertise is not essential for the role but the Planning Lead is encouraged to develop an understanding of national, district and local planning policies, rules and precedents as they evolve in order to enhance their contribution to the effectiveness of DPC.

Nothing in this Planning Protocol shall be taken to absolve, prevent or discourage Councillors at DPC meetings from expressing their own views on specific planning applications or on planning matters generally.

## *Purpose*

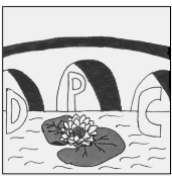
The purpose of the Planning Lead is to provide, as far as is reasonably practicable, accurate, complete and up-to-date information on planning matters to DPC so that it can make well informed decisions, with a view to maximising its influence over such matters.

## *Authority*

The Planning Lead has no generally implied authority to represent DPC.

For the avoidance of doubt the Planning Lead is not authorised to:-

- (i) communicate with external bodies (for example, but not limited to, Hart District Council (HDC), Hampshire County Council (HCC)) on DPC's behalf other than strictly in accordance with DPC's formally agreed resolutions and/or policies; OR



# DOGMERSFIELD PARISH COUNCIL

- (ii) provide planning advice to Applicants, except where such advice is explicitly stated to be the Planning Lead's personal view and not the view of DPC. (Note: by offering such advice the Planning Lead is advised to declare this during any discussion as a councillor (e.g. during DPC meetings and planning discussions)).

## *Planning Lead Activities*

On taking up the role the Planning Lead will register with HDC's planning website (which may involve taking over a previous Lead's registration, amending any contact e-mail address, etc.) as the main point of communication for DPC planning matters.

Before each relevant DPC meeting (usually monthly):-

- Prepare in consultation with the Clerk a "Planning List" to identify 'current' planning applications and pre-applications etc. in time for it to inform the Agenda for the next meeting i.e. by the Tuesday preceding for a Monday meeting. New applications received after this time up until the Friday preceding the Meeting should also be forwarded to the Clerk. The Lead will together with the Clerk seek any necessary extensions from HDC to allow planning applications to be considered at the next Council meeting.
- Prepare a "Planning Report" and submit an electronic copy to the Clerk in time for it to be distributed to Councillors via e-mail with the agenda for that meeting. The Report may be updated and re-circulated should additional Applications be received prior to the date of the meeting.
- The Planning Report will contain the following information affecting Dogmersfield Parish (normally generated from HDC's website but also any adjacent parish, district, or county matters worthy of note). This is provided to encourage Councillors to view applications prior to the meeting: -
  - (a) List of Applications, including a summary of each and the Planning Lead's initial suggestion as to how DPC might wish to respond. The use of hypertext links to refer Councillors to the relevant pages on the Hart website is encouraged.
  - (b) For each Application, details of (or where there are many, a summary of) any objections and their substance, together with details of any other inputs from (for example) HDC's Conservation Officer, HCC's highways department, etc. and
  - (c) Any other planning related matters which may be of interest to Councillors, which the Planning Lead may then choose to raise with Council through their Planning Report.

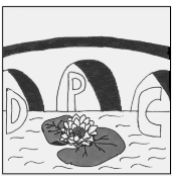
NB. The Clerk will take responsibility for circulating any relevant Enforcement Notices or decisions and any Planning Inspectorate activities relevant to the Parish

Prior to the relevant DPC meeting:-

- The Planning Lead will make a final check of HDC's website as late as reasonably practicable for any late inputs e.g. further objections, and report on them at the meeting;
- Using HDC's website identify and download relevant plans, documents and reports for use at the meeting;
- if relevant download 'Google StreetView' images and make a visit to the site to take photographs ready to provide a helpful visual context for the presentation at the meeting;

At each relevant DPC meeting:-

- Advise councillors which, if any, Applications appear to be wholly non-contentious and thus capable of being dealt with 'en bloc' *if* so resolved at the meeting;
- Present those Applications that require discussion and assist in reaching a resolution;



# DOGMERSFIELD PARISH COUNCIL

- *if appropriate*, recommend a separate resolution to empower the Planning Lead or other nominated Councillor to attend HDC's Planning Committee and/or any Planning Inspectorate Hearing to verbally represent DPC's position on a specific Application;
- Accurately record (or ensure that the Clerk has accurately recorded) DPC's decisions (including comments) on the Applications.

After each relevant DPC meeting (ideally within 48 hours):-

Having agreed the text with the Clerk upload (or request the Clerk to upload) DPC's decisions and related comments to HDC's planning portal. These comments will be incorporated by the Clerk into the Minutes of the relevant meeting.

The timescales and response procedure for other more complex planning matters will be agreed within the decision to take action and may frequently be delegated to the Clerk. This may include a decision to circulate a letter or comments amongst councillors for revision / amendment prior to being sent off to the relevant authority by the Clerk.

Generally:

- The Planning Lead leads on the review of any planning-related matters that come to DPC for consultation, input or comment.
- Assists in the drafting of planning-related letters for sending by the Clerk if/when approved by DPC.
- Attends planning-related meetings on behalf of DPC (any policy discussions must be authorised in advance through DPC's formal resolution).
- Shares with Councillors any planning-related material from whatever source(s), highlighting any particularly relevant issues.

## References

- Ref 1. Hart Planning Policy <https://www.hart.gov.uk/planning-policy>
- Ref 2. Hart Planning Portal <http://publicaccess.hart.gov.uk/online-applications/>
- Ref 3. Government Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- Ref 4. Dogmersfield Neighbourhood Plan [www.dogmersfieldparish.co.uk/NHPSG%20Master.htm](http://www.dogmersfieldparish.co.uk/NHPSG%20Master.htm)