

## **Lindfield Parish Council Planning and Traffic Committee**

### **BACKGROUND**

Lindfield Parish Council (LPC) is a statutory consultee for the purposes of Planning Legislation and, as such, is asked by the District Council in its role as the Local Planning Authority, to comment on planning applications and related matters affecting the Parish.

### **PLANNING & TRAFFIC COMMITTEE PREPARATION**

Prior to consideration by LPC's Planning and Traffic Committee, two members of the committee, allocated by rota, will give preliminary consideration to the plans. Such consideration may include visiting the site, where appropriate, these visits are designed to observe and councillors are not intended to give a personal view of the appropriateness or otherwise of the application. It is up to the P&TC to formulate the view later submitted to the District Council.

Observations made by the members who considered the application must be based on planning considerations defined in statute, planning policy guidance documents and County/District/Local plans.

### **PLANNING & TRAFFIC COMMITTEE MEETINGS**

**The P&TC meeting is a 'meeting in public' as opposed to a 'public meeting'.** Consequently, the approach to seeking comments from the public is as follows:-

At the P&TC meeting, the Chairman will invite members of the public to say whether they wish to speak for or against any application.

- **Up to two people may speak for and up to two against any application.**
- The Chairman will invite those who wish to oppose it to speak first, followed by those who support it.
- **Each speaker may speak for up to two minutes.**
- In addition, a member of the Lindfield Preservation Society will be invited to speak on any application.

As each application is considered, the clerk will read out the comments of the members who have considered the application and the procedure set out above will be followed. The committee will then debate the item and come to a decision. Because the majority of planning decisions are dealt with by District Council Planning Officers under their delegated powers, the committee will also consider whether it should request the District Councils Planning Committee to consider any particular decision.

Please see overleaf for MSDC's guidance as to the recommended approach to commenting on planning applications.

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Planning and Traffic Committee**

**MSDC ADVICE ON COMMENTING ON PROPOSALS**

**Finding out about the Application**

Try and view the submitted plans and forms before you contact the Council. Either view the plans online by visiting <http://www.midsussex.gov.uk/planning-licensing-building-control/planning/>, or at our offices in the Planning Reception. Your local town or parish council will also consider the application. Most have regular planning committee meetings and, if so, you may be entitled to go along to hear what is being said. It may also be possible for you to speak at the meeting and the clerk, I am sure, will be happy to advise. After the meeting, the planning committee will submit its recommendations to us for consideration alongside other submissions from interested parties.

If you don't understand any part of the proposal, please telephone the Case Officer to make an appointment.

**What to Comment on**

All comments we receive about a planning application will be considered, but only planning issues can be taken into account.

These might include:

- The effect of the proposed development on the appearance of the area;
- The quality of the design;
- Significant overbearing impact and loss of outlook;
- The economic benefits of the proposal
- Highway safety issues
- Loss of important trees
- Intrusion into the countryside
- Significantly increased noise and disturbance.

These do not include:

- Loss of view
- Loss of property value
- Loss of trade to a competitor
- Boundary and other disputes between neighbours
- Moral, religious issues

**How to Comment on the Application**

- Online Planning Register <http://www.midsussex.gov.uk/planning-licensing-building-control/planning/>. Your email address will automatically be removed from the information that is published on the website.
- By email to: [planninginfo@midsussex.gov.uk](mailto:planninginfo@midsussex.gov.uk)
- By letter to: MSDC  
Planning Department  
Oaklands Road  
Haywards Heath  
West Sussex  
RH16 1SS

Please ensure that your comments include the application reference number and your name and address.

**Decision**

About 90% of all applications are decided upon by the Council's planning officers. However, if the proposal is particularly large or very controversial it will usually be referred to a planning committee formed of elected District Council members for a decision. The case officer, whose details are set out at the top of the letter will be able to explain the Council's decision making process to you.

If the application is to be determined by the planning committee and you have made representations you will receive written notification prior to the meeting of the date, time and venue for the meeting. Objectors and other interested parties can address the planning committee. The number of speakers is limited to a maximum of two supporters and two objectors. Each speaker is strictly limited to two minutes.