The Role of Risby Parish Council in Dealing with Planning Applications

West Suffolk Council is the planning authority for West Suffolk and planning applications are submitted to and processed by them. Once an application has been submitted and validated it will be allocated a case officer who will oversee the application and deal with queries. Part of this process is to hold a consultation about the application. A number of organisations will be consulted; these are called statutory consultees. Parish councils are a statutory consultee. When they receive a planning application, they have 21 days to respond. It is sometimes possible to request a short extension to allow an application to be discussed at a forthcoming meeting, but this would be the case officer's decision.

When a planning application is received, the clerk will circulate it to parish councillors. If they feel that the application is controversial or that it will have an impact on neighbouring properties, the planning application will be discussed at a regular meeting, or at a planning meeting, if they are received between main meetings. Meetings are advertised on the Parish Council notice board in front of Risby Village Hall and on the Parish Council website https://risbyparishcouncil.gov.uk/

For minor applications which councillors feel are not controversial, the clerk has delegated authority to submit a response of '*no objections*' to West Suffolk Council. For Trees in a Conservation Area (TCA) applications, if a tree is to be felled councillors will assess whether the tree adds important amenity value to the street scene and needs protecting by a Tree Preservation Order. The application will then be discussed at a meeting. For minor tree works or trees which do not need protecting, Risby Parish Council will accept the recommendations of West Suffolk Council's Tree Officer.

If the Council considers that an application will have an impact on neighbouring properties, it will endeavour to notify the applicant and neighbours about the meeting and invite them along to discuss the application with councillors during the public session. This gives the councillors an opportunity to find out more about the application and how neighbouring residents feel about it.

It is always a good idea for an applicant to engage with neighbours and the Parish Council as possible problems can often be resolved at an early stage. The Parish Council will listen to residents' views and may ask questions about the application. The Council will then decide on its response during its main meeting. Its response will be submitted to West Suffolk Council who will make the final decision about an application.

Most decisions will be made by planning officers under delegated powers. Some applications will be referred to West Suffolk Council's Development Control Committee which is made up of district councillors. Planning information can be found on the West Suffolk Council website at https://www.westsuffolk.gov.uk/planning/

If you ever have any queries about planning applications, feel free to contact the Parish Clerk or speak to one of the parish councillors. The e-mail address for the Parish Council is clerk@risbyparishcouncil.gov.uk or you can ring the Parish Clerk during office hours on **07880 686069.**

Residents are welcome to come along to the public session and discuss any planning applications on the agenda with councillors, or they can email their support or objections to an application to the Parish Council. As West Suffolk Council is the planning authority though, it is important that any comments about planning applications are submitted to them as well. For more information read '*How to respond to planning applications.'*