Torquay Neighbourhood Plan
Community Led Planning

Process for Planning Applications

1. Weekly review

A process will be established where:

- Planning send a weekly update for each Ward to a nominated contact person for the relevant Community Partnership.
- Planning send a weekly update to Chair and Vice-Chair of NF.
- Community Partnerships may also check the weekly list on the Planning Portal: (https://www.torbay.gov.uk/newpublicaccess/search.do?action=weeklyList)
- Community Partnerships determine significance of Planning Applications, and whether detailed review or sharing with the Ward is necessary.

2. NF response

The NF is included in the list of Consultees on all PA's. The relevant Community Partnership will advise the Chair and Vice-Chair if they would like the NF to submit a Consultee response, and provide a copy of a completed Policy Checklist.

The response will be Support or Objection according to the wishes of the Community Partnership.

If the NF submits a comment:

- The NF will assign an individual to review the PA, and draft the Consultee Response.
- The response will include a completed Policy Checklist covering both the Torbay Local Plan and the Torquay Neighbourhood Plan.
- The draft response will be circulated to Steering Group members prior to submission for review within 3 working days. No response will be taken as agreement.
- The response will be submitted by the Chair, Vice-Chair, or relevant community representative depending upon the location of the PA. The Chair or Vice-Chair will not normally sign off a response in his/her own locality, or for a PA on which he/she has submitted a Public Comment.

3. Planning Committee Meeting

The NF has an allocated speaking slot for each PA going before the Committee, usually following on from individual verbal submissions. The Chair and Vice-Chair will consult with the Community Partnership to determine if the NF should present to the Planning Committee.

The presentation will be Support or Objection according to the wishes of the Community Partnership.

The NF will assign an individual to present on behalf of the NF. This person cannot be presenting as an individual speaker or representative of another community group.

The NF will send a copy of the Policy Checklist by email to all members of the Planning Committee, copying the Case Officer, shortly before the Meeting.

If slides are to be presented, these must be sent to the Clerk of the Meeting, copying the Case Officer and Planning, 3 working days prior to the meeting. In the current Zoom format, the slides will be operated by the Case Officer using Shared Screen. It is important to leave sufficient margin for the Zoom screen on the right hand side of the slides, and to avoid using the PowerPoint 'Animate' facility.