



# EAST GRINSTEAD TOWN COUNCIL

Adopted: 7 April 2026

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## Planning Applications Policy

### Introduction

The Town Council receives a large number of planning applications on a weekly basis. Due to this, a strategic approach is required to manage the volume of applications to ensure planning committee meetings can be run efficiently.

### Purpose

To provide a timely, consistent and well evidenced planning consultation response that reflects national policy, statutory requirements and local community priorities.

### Aim

To improve the quality, consistency and transparency of the Council's planning consultation responses.

### Objectives

- To streamline the handling of minor applications
- To ensure larger, complex or sensitive applications receive full committee scrutiny.
- To ensure responses are aligned with the NPPF, local plans, neighbourhood plans and material planning considerations.
- To ensure councillors understand the distinction between material and non-material considerations.

### Principles for assessing planning applications

When forming a response, the following will be considered:

- National Planning Policy Framework (NPPF) policies
- Local Development Plan Policies
- Material Considerations such as but not limited to:
  - Impact on character and appearance of the areas
  - Residential amenity (privacy, light, noise)
  - Highway safety and parking
  - Heritage assets
  - Environmental impact
  - Drainage and flood risk
  - Compliance with permitted development limits

Non-material considerations (eg loss of private views, property value or personal circumstance) will not form part of the Council's response.

## **Delegation and decision-making structure**

All planning applications notified by the planning authority will be logged, with either the delegated or committee response noted.

The list of planning applications will be reviewed every 3 weeks prior to issuing an agenda, with a recommendation made by Officers as to whether the meeting is required. This decision will be made jointly between the Officer and the Planning Chair.

## **Delegated consultation for minor applications**

Officers will be granted delegated authority for minor applications, which will generally not be considered by committee unless a member requests a committee discussion.

## **Applications requiring Planning Committee Meetings**

A formal meeting will be convened for applications that are:

- Major developments
- New housing schemes
- Community facilities
- Demolition and replacement dwellings
- Substantial impact on street scene
- Change of use
- Applications requiring Listed Building Consent (other than repairs)
- Infill development (e.g. new dwelling)
- Any application requested by a member.

## **Conflicts of interest**

Members must declare interests in accordance with the Localism Act 2011 and the Council's Code of Conduct. Members with a disclosable pecuniary interest must not participate in discussion or decision-making.

## **Data Protection and document handling**

All handling of planning documents and correspondence will comply with GDPR and the Council's data Protection Policy.

## **Policy Review**

This policy will be reviewed regularly to ensure its relevance and effectiveness.