

## **DRA Planning Sub Committee Proposal for Working Guidelines**

### **Objectives**

To help ensure that planning applications that we believe would have a negative impact on the character of the village and the surrounding areas, by virtue of being contrary to national and local planning policies, are refused by the council.

### **General Approach**

DRA will include details of applications, decisions and appeals on Downe Mailing and on the Downe website. This will help to ensure that residents are aware of such so that they can make comments/ object themselves if they choose to do so.

Our area of interest is limited to that of Downe Parish except for applications that may have a significant indirect impact on Downe Parish or on the edge of the Parish such as Biggin Hill airport development.

We are not planning experts and cannot replicate the job of the council planning department. Any comment or objection is therefore made on a best efforts basis. We will only research and comment when we believe there is a breach of planning regulations.

We will never comment in support of an application.

### **Information available**

The information available to the committee will usually be limited to that made public by the Council in relation to the application. We would not generally have access to a particular property.

### **Procedures**

- Applications / appeals / decisions of interest will be identified from the weekly planning lists circulated by the council.
- A summary will be emailed to all sub committee members and the DRA chairperson.
- This list will also be emailed for inclusion in Downe Mailing and Downe website.
- All sub committee members will review the applications listed. If any one of the sub committee members thinks comment is required they will email the rest of the group for agreement
- A letter of comment is drafted and circulated to all sub committee members and the DRA chairperson
- On agreement of the wording the letter is sent by post on headed DRA paper and by email. To copy ward councillor, currently Richard Scoates.
- DRA email address to be used
- Letter to be signed by person drafting the letter “for and on behalf of the Downe Resident’s Association”

- Copy of the letter to be filed electronically and in paper format

With respect to planning enforcement the DRA will only notify the Enforcement Officer of a possible breach of planning regulations if there is building work underway that is progressed sufficiently to be evident that it is in breach of permission given or is without permission entirely.