

# GREAT WITCHINGHAM PARISH COUNCIL

## PLANNING PROTOCOL POLICY

### Summary

This policy sets out how Great Witchingham Parish Council will consider and respond to planning applications on which it is consulted by a Local Planning Authority.

It takes into account that

- the consultation period for planning applications is 21 days which means that not all planning applications can be considered by the Council at its scheduled meetings
- the Parish Council believe parishioners are best served by the Council responding to applications in a timely fashion

Therefore

- an extension to the response time will be sought from the relevant planning department
- where an extension is not granted and to ensure all consultations on planning applications are dealt with in time, the Parish Council appoints the Clerk under delegated powers to facilitate the responses of the Council on the outcome of an email consultation with Parish Councillors on occasions where a meeting will not be held before a planning response deadline

### Protocol

One of the following options shall apply when notification of a planning application on which the Parish Council is consulted and invited to comment is received:

#### **Option One**

1. If there is a scheduled council meeting before
  - (a) the end of the consultation period or
  - (b) the extended response time granted by the Local Planning Authoritythen the Clerk will place the matter on the agenda for that meeting, and any decision will be taken at that meeting and published in the minutes.  
The Clerk will notify all members collectively of the application via email upon receipt.

#### **Option Two**

1. If there is no scheduled council meeting before the end of the consultation period, the Clerk will alert all members collectively to the application via email.
2. Councillors will be requested to respond to the email within the deadline given. Where possible, the deadline will be no less than five clear days from when the email is sent. Councillor response can be
  - (a) no objection
  - (b) a request for an extraordinary meeting
  - (c) comments for the Clerk to collate and facilitate a response.
3. If the Chairman of the Council or at least two members of the Council request an extraordinary meeting, then such a meeting will be arranged within the consultation period and any decision will be taken at that meeting.
4. If an extraordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to have been delegated to the Clerk, who will respond accordingly.

5. Any comment(s) put forward by a member would be Council agreed comments unless any member disagreed within two days of the comment(s).
6. If the agreed response is to object to a planning application then the Clerk, in consultation with the Chairman, may request via the District Councillor the application is called in thus removing Officer delegated decision.
7. The response will be duly noted and ratified at the next scheduled council meeting.

### **Procedure at Meetings**

- In those cases where a planning application comes before the Council, then any residents will be able to speak at the meeting during the public participation section of the meeting, in line with Standing Orders.
- If a request is received from the applicant to speak at a meeting on a submitted Planning Application, then this will normally be permitted and will take place during the public participation section of the meeting, unless the Council (by a majority decision) determines otherwise
- The Council shall consider the application as the next item after the public participation section and will decide on what response, if any, shall be provided.
- Planning applications will not be considered from residents until they have been formally submitted to the relevant Planning Authority. No advice can be given to applicants.

**This policy will be reviewed every four years at the first meeting of each new council. If circumstances are subject to change in the interim the policy will be re-issued at that time.**