



SWAFIELD AND BRADFIELD PARISH COUNCIL

Procedures in respect of planning matters

1. Summary

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the Planning Authority. It considers that:

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

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken either by:

- the Parish Council as a whole, or
- by the Clerk acting on the advice of the council via email

3 Planning Protocol

3.1 Options for responding to planning applications

One of the following options shall apply when notice of a planning application on which the Parish Council is invited to comment is received.

Option 1:

If there is a scheduled Parish Council meeting before the end of the consultation period then the Clerk will place the matter on the Agenda for that meeting and any decision will be taken at that meeting.

Option 2 :

If there is no scheduled meeting before the end of the consultation period, but the Planning Building and Environment Committee [or the Chairman of the Council] considers that the application should be considered by the full Parish Council then a special meeting will be called for this purpose and any decision taken at that meeting. This option shall also apply if at least two members of the Council request that the Chairman or Clerk call a special meeting.

Option 3:

In other cases any response by the Council shall be delegated to the Clerk who shall seek advice from Planning Building and Environment Committee and shall circulate any draft response to all Councillors by email for their comments. Should there be an equal decision then the planning application is to be circulated to Full Council for consultation to reply within 48 hours.

Option 4:

For the Planning Building and Environment Committee to meet before any meeting to discuss the application or for the Clerk to arrange an impromptu meeting for members to discuss and decide a response to the application

3.2 Procedure at meetings of the Council

- In those cases where a planning application comes before a full meeting of the Parish Council, the any residents will be able to speak at the meeting during public participation.
- If a request is received from the applicant to speak to the Council then this will normally be permitted unless the Council, by a majority decision, determines otherwise.
- Any Councillor with a material interest in the application will take no part in the debate, unless invited to speak by the Chairman, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.