HELLESDON PARISH COUNCIL

Planning Protocol

Policy for Dealing with Planning Applications for Hellesdon Parish Council

Introduction

This procedure sets out how Hellesdon Parish Council considers planning matters on which it is consulted by Broadland District Council. It takes into account that:

The consultation period for planning applications is 21 days, which means that all planning applications can be considered by the Parish Council planning committee at its scheduled meetings.

The Parish Council believes that its residents are best served by the Parish Council responding to applications in a timely fashion. This should be done at scheduled Planning Committee meetings, to which members of the public have been invited by public notice. Planning is also a standing item on all ordinary meetings of the Parish Council.

An additional meeting will always be called to comment on potentially contentious planning applications. By agreement of the Chair of the Council and the Chair of the Planning Committee, full council may consider a response on a major application which is likely to be contentious to the community.

This protocol will be used for all planning applications

Standard Process

1. On the receipt of any planning application the Parish Council staff will record the application in the planning log kept especially for the purpose.

2. The planning application will be added to the next planning committee agenda with a copy for the Parish Clerk.

3. If needed, Parish Council administrative officer will apply to Broadland District Council for an extension to the period in which a response is required

4. The application will be taken to the next Planning Committee meeting

5. The response to the application will be sent by e-mail to Broadland Council the day following the Planning Committee meeting

6. The response will be noted in the planning log

7. The decision recorded in the minutes and which will be taken to the next planning committee for agreement, and to full council for information.

Non-Standard Process

Should any meeting need to be cancelled due to either the meeting being inquorate or other unforeseen circumstances.

1. On the receipt of any planning application the Parish Council staff will record the application in planning log especially for the purpose.

2. The planning application will be added to the next planning committee agenda with a copy for the Parish Clerk.

3. The Parish Council administrator will apply to Broadland District Council for an extension to the period in which a response is required

4. If no extension is possible a notification of the receipt of a planning application will be e-mailed to all councillors on the planning committee with a copy for the Parish Clerk. The Parish Councillors will be asked to comment their view by email to the Parish Clerk.

5. The Parish Clerk will assemble the views and respond to Broadland with the majority view. If there is a distinct division in views then the Parish Clerk can e-mail for further guidance from councillors

6. The response will be noted in the planning log and recorded on the planning documents and placed on the next agenda

7. The decision will be recorded placed on the next Parish Council agenda following the decision being reached

Summary

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 Planning Committee meeting before the end of the consultation period (including any agreed extension) 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 Parish Clerk in consultation with the Chairman of the Planning Committee 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.

Option 3:

In other cases any response by the Council shall be delegated to the Clerk who shall seek views from members