



# *Swafield and Bradfield Parish Council*

## **Planning Protocol Procedures in respect of planning matters**

The procedures set out below were adopted at the meeting of the Council held on 7th March 2017 (Minute 7.3)

### **Summary**

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

- It takes note 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 a scheduled meeting.
- To ensure that consultations on planning applications are dealt with in time, the Parish Council has appointed a Planning Advisory Group to facilitate the responses of the Council to planning matters.

### **The Parish Council has therefore resolved:**

1. That the clerk will inform Councillors of any planning applications received from the Planning Authority and will list them on the parish council website promptly following receipt.
2. that any substantive actions in respect of planning matters shall be taken either by:
  - by the Clerk acting on the advice of the Parish Council meeting
  - or
  - by the Clerk acting on the advice of the Planning Advisory Group.

## **1. Planning Advisory Group**

### **1.1 Membership**

- At each Annual Meeting the Parish Council shall appoint from amongst its members a Planning Advisory Group of at least three members to serve until the following annual meeting.
- If a vacancy occurs at any time by way of resignation or otherwise the Council may appoint one of its members to fill the vacancy who will serve until the next following Annual Meeting.

### **1.2 Duties**

- It shall be the duty of the Planning Advisory Group to give initial consideration to any planning matters on which the Parish Council is consulted including policy matters such as local plans as well as specific planning applications.
- Where the Council is invited to make representations on a planning application to the Planning Authority, it shall be the duty of the Planning Advisory Group to ensure that the Council's Planning Protocol is adhered to in all material respects.
- The Planning Advisory Group will seek to ensure that the Parish Council is seen to be fair in its treatment of the rights of applicants and residents and that its views as consultee are consistent and well-considered.

### **1.3 Conflict of interests**

- A member of the Planning Advisory Group who has a material interest in a planning matter referred to it shall take no part in the discussion or handling of the application.

## **2. Planning Protocol**

### **2.1 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 Advisory Group [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 the Planning Advisory Group and/or the Chairman of the Council and shall circulate any draft response to all Councillors for their comments.