

Felbrigg Parish Council

PROCEDURES IN RESPECT OF PLANNING MATTERS

Adopted at a Meeting of the Parish Council on 13th February 2017

1. SUMMARY

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the Planning Authority. It takes into account 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 their scheduled meetings.
- The Parish Council believes that the constituents of Felbrigg are best served by the Parish Council responding to planning applications in a timely fashion.
- To ensure that consultations on planning applications are dealt with in time, the Parish Council have appointed a Planning Advisory Group to facilitate the responses of the Parish Council to planning matters.

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 Planning Advisory Group.

2. PLANNING ADVISORY GROUP

2.1 Membership

- At each Annual Meeting the Parish Council shall appoint from amongst their 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 Parish Council may appoint one of its Members to fill the vacancy who will serve until the next following Annual Meeting.

2.2 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 Parish Council's Planning Protocol, as set out paragraph 3 below 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 their treatment of the rights of applicants and local residents and that their views as consultee are consistent and well-considered.
- The Planning Advisory Group shall have no power to make substantive decisions in respect of planning matters.

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 Advisory Group consider 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 a special Meeting of the Parish Council be called.

Option 3: In other cases any response by the Parish Council shall be delegated to the Clerk who shall seek advice from the Planning Advisory Group and shall circulate her/his response to all Members.

3.2 Procedure at meetings of the Parish Council

- In those cases where a planning application comes before a Meeting of the Parish Council, 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 Parish Council then this will normally be permitted unless the Parish Council, by a majority decision, determine otherwise.
- Any Parish Councillor with a material interest in the planning application will take no part in the debate, unless invited to speak by the Chairman, but will not be entitled to vote on any relevant motion.
- The Parish Council shall consider the planning application in public session and will decide on what response, if any, shall be provided.

Reviewed – 19th February 2024
Next Review February 2025