

EAST FARDON PARISH COUNCIL PLANNING RESPONSE POLICY

1. Introduction

This policy sets out how East Farndon Parish Council (EFPC) will consider and respond to planning matters on which it is consulted by a 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 Parish Council at its scheduled meetings;
- We believe parishioners are best served by the Parish Council responding to applications in a timely fashion;
- If an application appears to be large or contentious, an extension will, on those occasions, be sought from the relevant planning department;
- To ensure all consultations on planning applications are dealt with in time, the Parish Council has appointed the Clerk to facilitate the responses of the Council to planning matters based on the outcome of an email consultation with Parish Councillors, on occasions where a meeting will not be held before a planning deadline; and
- In all planning application cases, a site visit will be carried out by at least one Councillor.

EFPC has therefore resolved that any substantive actions in respect of planning matters shall be taken by:

- The Parish Council as a whole; or
- The Clerk acting on the outcome of an email consultation with Parish Councillors.

2. Protocol

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 notify all members of the Parish Council of the application via email, and will place the matter on the agenda for that meeting, and any decision will be taken at that meeting and published in the minutes.

Option 2

- If there is a provisional Parish Council meeting before the end of the consultation period, then the Clerk will notify all members of the Parish Council of the application via email.
- Councillors will be asked to consider the application (as per agreed procedures at meetings of the Council, and any councillor with a material interest in the application to be considered must declare such interests as required by the EFPC Code of Conduct and will take no part in the discussion of the application or resulting vote).
- Councillors will be requested to respond to the email within the deadline set by the Clerk. The deadline will be no less than five clear days from when the email is sent.
- Councillors shall respond to the Clerk's email in one of two ways: 'no objection', or 'provisional meeting to be convened'. Councillors may choose to include comments with their response.
- If at least two members of the Parish Council (or the Chair of the Council) requests that the provisional meeting is convened, then the Clerk will call that meeting and a decision will be taken at that meeting.

- If the provisional meeting is not duly requested before the Clerk's nominated deadline, then it shall be deemed that the outcome of the Council's vote is 'no objection'.
- The Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by Councillors).
- The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

Option 3

- If there is no scheduled Parish Council meeting before the end of the consultation period, the Clerk will notify all members of the Parish Council of the application via email.
- Councillors will be asked to consider the application (as per agreed procedures at meetings of the Council, and any councillor with a material interest in the application to be considered must declare such interests as required by the EFPC Code of Conduct and will take no part in the discussion of the application or resulting vote).
- Councillors will be requested to respond to the email within the deadline set by the Clerk. The deadline will be no less than five clear days from when the email is sent.
- Councillors shall respond to the Clerk's email in one of three ways: 'no objection', 'objection' or 'extraordinary meeting requested'. If the response is 'objection', the reasons for objection must be clearly stated. If the response is 'no objection', Councillors may choose to include comments with their response.
- If at least two members of the Parish Council (or the Chair of the Council) requests an extraordinary meeting, then an extraordinary meeting will be arranged within the consultation period and a decision will be taken at that meeting.
- 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. The Clerk will consider all responses received from Councillors to determine the outcome of the Council's 'vote' (as per the Council's Standing Orders, in the case of an equality of votes the Chair of the Council will be asked to exercise his casting vote, whether or not he gave an original vote).
- If the outcome of the Council's vote is 'no objection' the Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by Councillors).
- If the outcome of the Council's vote is 'objection' the Clerk will submit this objection to the Planning Authority alongside the reasons for the Council's objection (to be compiled at the Clerk's discretion based on any reasons for objection stated by councillors).
- The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

3. Procedures At Meetings Of The Council

- In those cases where a planning application comes before a full meeting of EFPC, then any residents will be able to speak at the meeting during public participation or as allowed by the Chair.
- 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) determines otherwise.
- Any Councillor with a material interest in an application to be considered will take no part in the debate, unless invited to speak by the Chair, 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.