

# **EAST FARNDON 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

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 Councillors 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 Councillors 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).
- 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: 'support', accompanied with valid reasons (based on material planning considerations and/or planning policy) or 'provisional meeting to be convened'.
- If at least two Councillors (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. The Clerk can also make the decision to convene a provisional meeting without reference to Councillors.
- If the provisional meeting is not 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 and will respond accordingly, having taken into account any relevant council policies.
- When the Clerk is responding to a planning application via delegated authority, details of the planning application may be placed on the website to invite written

representations from members of the public, if felt appropriate (bearing in mind that neighbours will have been consulted separately).

- The Clerk's written response to the planning application consultation will be 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 Councillors 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).
- 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: 'support', 'objection' or 'extraordinary meeting requested'. If the response is 'support' or 'objection', it must be accompanied with valid reasons (based on material planning considerations and/or planning policy). An 'objection' response might be (but does not have to be) qualified by including mitigating factors (for example, I object for the following reasons.....However, should WNC be minded to grant planning permission, I would like.....).
- If at least two Councillors (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. The Clerk can also make the decision to convene a provisional meeting without reference to Councillors.
- If an extraordinary meeting is not 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 and will respond accordingly, having taken into account any relevant council policies.
- When the Clerk is responding to a planning application via delegated authority, details of the planning application may be placed on the website to invite written representations from members of the public, if felt appropriate (bearing in mind that neighbours will have been consulted separately).
- The Clerk's written response to the planning application consultation will be 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.
- 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.

### **4. Monitoring of Policy**

- Any questions regarding the operation of this policy shall be addressed and determined by the council at its next available meeting. This policy shall be reviewed every 3 years.