

HINDOLVESTON PARISH COUNCIL

Planning Protocol

Procedures in respect of planning matters adopted at a meeting of the Parish Council on 16 February 2017 updated 16 May 2019

Background information.

Plans for development go through the **formal planning process at the District Council** (which is the Planning Authority). The planning process includes consultation with NCC Highways in respect of access and road safety; Anglian Water in respect of waste water capacity etc. Environmental surveys may also be carried out. More information can be had from the planning department at the District Council www.northnorfolk.org/planning.asp . The Parish Council is one of the statutory consultees.

The planning process also allows for members of the public to submit their comments (in writing and online) and have the opportunity to speak at the District Council's Development Committee meeting. The District Council places planning notices at the proposed site. These state the nature of the proposal and other relevant information including deadlines for submission of comments.

The Parish Council, as a statutory consultee, receives notification of planning proposals in the parish. These are considered by the Parish Council and the response recorded in the Minutes. A planning proposal may be circulated to the parish councillors for comment between meetings in order to meet the Planning Authority's deadlines.

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 a planning application is 21 days, which means that not all planning applications can be considered by the Parish Council at its scheduled meetings.
- The Parish Council believes that its constituents are best served by the Parish Council responding to applications in a timely fashion.
- 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 Parish Council to planning matters.
- A site meeting will be arranged if deemed necessary.
- The Parish Council will send a representative(s) to relevant meetings and communicate with North Norfolk District Council, Norfolk County Council, local councillors, applicants and parishioners as appropriate.

Resolution

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 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 Parish Council may appoint one its members to fill the vacancy who will serve until the next following Annual Meeting.

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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 Parish Council is invited to make representation on a planning application to the Planning Authority, it shall be the duty of the Planning Advisory Group to ensure that the Councils Planning Protocol, as set out in 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 its treatment of the rights of applications and local residents and that its 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

2.3. 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.

3. **Planning Protocol**

3.1. Options for responding to planning applications

- One of the following options shall apply when notice of a planning application is received.
 - **Option 1:** If there is a scheduled Parish Council meeting before the end of the consultation period the Clerk will place the matter on the Agenda and any decision will be taken at that meeting. (The link to the planning proposal will be circulated so that Parish Councillors can view the plans prior to the meeting.)
 - **Option 2:** If there is no scheduled meeting before the end of the consultation period, but the Planning Advisory Group (or the Chair of the Parish Council or at least two members of the Parish Council) considers that the application should be considered by the full Parish Council then a special meeting will be called for this purpose and the decision will be taken at that meeting.
 - **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 / or Chair of the Parish Council and shall circulate any draft response to all parish councillors for their comments.

3.2. Procedure at meetings of the Parish Council

- In those cases where a planning application comes before a full meeting of the Parish Council, the 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, determines otherwise.
- Any Parish Councillor with a material interest in the application 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 Parish Council shall consider the application in public session and will decide on what response, if any, shall be provided.

3.3. Procedure when consultation is outside meetings of the Parish Council

- In those cases where a planning application is to be decided via email at least three members of the PAG are required to make a decision in order for a response to be submitted to the Planning Authority.
- The number of active participants in each planning consultation is to be recorded in the Minutes along with the response.