



Loughton and Great Holm Parish Council

Planning Delegation Policy

This policy sets out how Loughton and Great Holm Parish Council (L&GHPC) considers planning applications which are issued by the local Planning Authority.

This policy takes the following into account:

- The consultation period for planning applications is 21 days, which means there is a possibility not all planning applications can be considered by L&GHPC at its scheduled meetings.
- L&GHPC believes that our residents are best served by the Parish Council responding to applications in a timely fashion.
- To ensure all consultations on planning applications are dealt with in time, the Parish Council can delegate the Clerk to facilitate the responses of the Council to planning matters if required.
- The Parish Council do not meet in August therefore delegation may be needed in this summer period.

L&GHPC has therefore resolved that any comments or actions in respect of planning matters shall be taken by:

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

PLANNING PROTOCOL

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 Council meeting before the end of the consultation period then the Clerk will place the matter on this agenda for that meeting for any comments or a decision to be made in respect of the individual application.

Option 2

If there is no scheduled Council meeting before the end of the consultation period, the Clerk will circulate to all members of the Parish Council the application via email. Councillors will be asked to consider the application (as per the agreed procedures at meetings of the Council, and any Councillor with a material interest in the application being considered will be asked to declare an interest as required by the L&GHPC Code of Conduct and will take no part in the discussion of the application or the resulting vote.)

Councillors will be requested to respond to the Clerk's email within the deadline given. The deadline will be **no less than five clear days** from when the email was sent. Councillors shall respond to the Clerk's email in one of three ways: 'no comment', 'comment to be made' or 'extraordinary meeting requested'. If the response is 'comment to be made' Councillors should include these comments with their response.

Two members of the Parish Council (or the Chairman of the Council) can request an extra ordinary meeting to further discuss the planning application as detailed in the Councils standing Orders. The extra ordinary meeting will then be arranged within the consultation period and any decision will then be taken at that meeting.

If an extra ordinary 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 Chairman of the Council will be asked to exercise his casting vote, whether or not she gave an original vote).

If the outcome of the Council's vote is 'no comment' the Clerk will not respond to the planning consultation.

If the outcome of the Council's vote is 'comment to be made' the Clerk will submit any comments to the Planning Authority (This will be compiled at the Clerk's discretion, based on any comments detailed by Councillors.)

The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

This Planning Delegation Policy will need to be assessed and readopted when a new Clerk joins the Council or every 3 years with the current Clerk.

This Planning Delegation Policy relates to Clerk: Paula Milford