

MUNDFORD PARISH COUNCIL



PLANNING PROTOCOL

The procedures set out below were adopted by Mundford Parish Council at a meeting of the Council held on 1st September 2022.

1. SUMMARY

This procedure sets out how Mundford Parish Council considers planning matters on which it is consulted by the 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 Mundford Parish Council at its scheduled meetings;
- Mundford Parish Council believes parishioners 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 has appointed the Clerk to facilitate the responses of the Council to planning matters.

Mundford Parish Council has therefore resolved that any substantive 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 the circulation consultation with Parish Councillors.

2. PLANNING PROTOCOL

2.1 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 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/comments will be noted at that meeting.

Option 2

Step 1 – If there is no scheduled Council meeting before the end of the consultation period, the Clerk will alert all members of the Parish Council to the application via email to all Councillors.

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Step 2 – Councillors will be requested to respond to the circulation within the deadline given. The deadline will be no less than ten clear days from when the circulation is sent. Councillors shall respond ‘no objection’ or ‘objection’ or ‘extraordinary meeting requested’ or any other comments that they wish to make on the planning application.

Step 3 – If at least two members of the Parish Council (or the Chairman of the Council) request an extraordinary meeting, then an extraordinary meeting will be arranged within the consultation period and any decision will be taken at that meeting.

Step 4 – 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, who will respond with a simple ‘no objection’ and/or any comments that have been made by the Councillors.

Step 5 – This response will be duly noted at the next scheduled Parish Council meeting.

2.2 Procedure at Meetings of the Council

- In those cases where a planning application comes before a full meeting of Mundford Parish Council, then any residents will be able to speak at the meeting during the public forum.
- 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 Chairman, will not be entitled to vote on any relevant motion and will be asked to leave the meeting temporarily whilst the application is discussed and the response decided upon.
- The Council shall consider the application and will decide on what response, if any, shall be provided.

Adopted on 1st September 2022.
To be reviewed in October 2024.