

# Mundford Parish Council

## Planning Protocol and Guidelines

### 1. Planning Applications General

#### 1.1 What powers does Mundford Parish Council have with respect to planning applications?

Mundford Parish Council is a statutory consultee. We are consulted by the relevant Planning Authority, Breckland District Council. (BDC) Any views expressed by the Parish Council will be taken into account by BDC before a decision is made, providing the points made are relevant to the determination of the planning application.

The final decision is made by BDC, the Planning Authority not the Parish Council.

#### 1.2 Do Parish Councils grant planning permission?

- Town and Parish Councils are not Planning Authorities, only statutory consultees in the planning process.
- This means that they only have the right to be informed of planning applications within the parish.
- They cannot approve or reject planning applications.
- They can only comment on planning applications in the same way that individuals can comment.
- Consequently, the length of time taken to determine a planning application is governed by the local planning authority, not the Parish Council.
- A Parish Council can request that it be given extra time to comment on an application. The decision whether this is granted rests solely with the planning authority and its own deadlines for decision making.

#### 1.3 How do Parish Councils comment on planning applications?

- Members of the public can comment or speak in support of or object to any application in the Public Participation segment of a Parish Council meeting, but not during the Council's deliberations later.
- Parish Councils can agree on comments on planning applications at properly called Parish Council meetings or on a hand delivered document.
- The comments agreed by the Parish Council are submitted online by the Clerk to the relevant Planning Authority.
- The process is exactly the same as that of an individual wishing to comment on a planning application.

# Mundford Parish Council

## Planning Protocol

### 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 the Parish Council at its scheduled meetings:
- Mundford Parish Council believes parishioners are best served by the Parish Council responding 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

###### Step 1

When a planning application is received with an invitation to comment, the Clerk will alert all members of the Parish Council to the application via email, notifying them that the document is being hand delivered with a stated deadline for its return to the office.

###### Step 2

Information on the planning application will hand delivered to one Councillor with the request to respond to the circulation within the deadline given. The deadline will be no less than 10 clear days from when the circulation is sent. Councillors shall respond “objection”, “no objection”, “extraordinary meeting requested” or any other comments that they wish to make on the planning application. Once completed and signed, the document will be passed on to the next Councillor and finally returned to the Parish Council Office. The completed document will be then copied and circulated to all Councillors.

Adopted on: 7<sup>th</sup> March 2024

To be reviewed in: March 2026

# Mundford Parish Council

## **Step 3**

The Clerk will place the matter on the agenda for the next meeting.

## **Step 4**

At the meeting, all comments will be considered and once agreed, the Clerk will be asked to submit the comments to Breckland District Council.

## **Option 2**

Steps 1,2 and 3 will be followed, then:

## **Step 4**

If at least 2 members of the Parish Council (or the Chairman of the Council) request an extraordinary meeting, then this will be arranged within the consultation period and any decision will be made at the meeting.

## **Step 5**

If an extraordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to be delegated to the Clerk, who will respond with a simple "no objection" and/or any comments that have been made by the Councillors. 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.