

# SNETTERTON PARISH COUNCIL

## Policy for handling Planning Applications

This Policy was adopted by the Council at its Meeting held on 4 September 2019.

1. The *Town and Country Planning Act 1990*, Sch. 1, para. 8 and the *Development Management Procedure Order*, article 25 and 25A set out the circumstances in which local planning authorities (in this case Breckland Council) must notify a parish council of a planning application. A local planning authority must take into account the representations of the Parish Councils. However, that does not mean that the local planning authority will necessarily decide an application as the Parish Council have indicated they feel it should be decided.
2. The Council acknowledges that accepted best practice for a parish council to respond to a planning application is for it to be discussed at a properly called Council meeting. This gives the applicant the opportunity to put the case for his application to the Parish Council by speaking in the Public Session. It also gives residents the opportunity to present their views in favour or against the application in the same Session. However, this is not always possible, and this Policy sets out how the Council will respond to Planning Applications.
3. When the Clerk receives notice of a new planning application from Breckland Council by email he enters details on a Planning Register document using Excel.
4. He will as soon as possible forward the email to all those Councillors who have given consent for Council matters to be advised to them electronically.
5. When the response deadline is after the next scheduled Council Meeting, he will enter the matter on the Agenda to be discussed at that meeting, when the Council will agree on its response.
6. When the response deadline is before the next scheduled Council Meeting the Clerk will ask for an extension which would allow the matter to be discussed at the meeting as in para. 4 above. When possible within planning regulations Breckland Council does agree to extensions.
7. If it is not possible for Breckland to agree an extension, the Clerk will, in discussion with the Chairman, consider the need to call an additional Council Meeting to discuss the application. The Clerk will always call an additional Meeting for applications which are considered likely to be contentious.
8. When it is agreed not to call an additional Meeting, the Clerk will invite Members to look at the application details on-line and send him their personal comments. He will set a reasonable time for this, and Members will regard providing their comments as part of their duties as Councillors
9. Based on the comments received, the Clerk hereby has delegated powers to respond to the application on behalf of the Council.
10. The Clerk will report on any applications where he has used his delegated powers at the following scheduled Council Meeting, as well as recording details in the Planning Register.