

PLANNING RESPONSE POLICY

Keswick and Intwood Parish Council

Introduction

This policy sets out how Keswick and Intwood Parish Council (KIPC) will consider and respond to planning matters on which it is consulted by a 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;
- we believe parishioners are best served by the Parish Council responding to applications in a timely fashion;
- if an application appears to be large or contentious, an extension will, on those occasions, be sought from the relevant planning department.
- to ensure all consultations on planning applications are dealt with in time, the Clerk will facilitate the responses of the Council to planning matters, on the outcome of an email consultation with Parish Councillors, on occasions where a meeting will not be held before a planning deadline.

Protocol

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

1. If there is a scheduled Parish 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 will be taken at that meeting and published in the minutes.

Option 2

1. If there is no scheduled Parish Council meeting before the end of the consultation period, the Clerk will alert all members of the Parish Council to the application via email.
2. Councillors will be requested to respond to the email within the deadline given. The deadline will be no less than five clear days from when the email is sent. Councillors can respond 'no objection', request an extraordinary meeting, or make comments for the Clerk to collate in to a response.
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.
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 in line with the majority vote.
5. This response will be duly noted at the next scheduled Parish Council meeting.

Agreed: November 2021

To be reviewed: November 2025

Procedure at Meetings of the Parish Council

- In those cases where a planning application comes before the Parish Council, then any 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 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, and will not be entitled to vote on any relevant motion.
- The Council shall consider the application in public session and will decide on what response, if any, shall be provided.
- Planning applications will not be considered from residents until they have been formally submitted to the relevant Planning Authority.

Agreed: November 2021

To be reviewed: November 2025