

# AVENBURY PARISH COUNCIL

## POLICY FOR REVIEWING PLANNING APPLICATIONS

### 1.0 Introduction to Best Practice

*This section describes the different ways that Parish Councils can review planning applications according to best practice.*

According to best practice, the best method by which any Parish Council can comment on planning applications is by discussion at a meeting which can be a:

- scheduled Parish Council meeting,
- additional Parish Council meeting
- in a standalone Planning Committee meeting

Members of the public and press are invited by public notice to all these meetings in accordance with the Parish Council's standing orders.

If none of the above meetings can be scheduled (e.g., due to holidays etc.), a Parish Council can delegate powers to their Clerk to gather comments from the parish councillors and submit them. These powers should only be used as a last resort, for minor planning applications and never (unless completely unavoidable) for large or contentious applications.

### 2.0 Reviewing Planning Applications in a full Parish Council Meeting

If planning applications are reviewed during a scheduled or extra Parish Council meeting, then:

- The Clerk must publish the Agenda and notice of the meeting in accordance with Standing Orders (i.e. 3 clear days notice etc.).
- The Parish Council Chairman must chair the planning application section as per the rest of the meeting.
- Any councillors who would like to leave the meeting at that point may do so and the minutes will record that.
- The quorum of the entire meeting, including the planning section of the meeting, is one third of the entire Parish Council or three whichever is the **greater**.
- The business is minuted by the clerk as per the rest of the meeting.
- The minutes of the meeting (inc the planning section) are approved and signed at the next Parish Council meeting.

### 3.0 Delegated Powers to the Clerk

If there is no possibility to review the planning applications in a meeting, Avenbury Parish Council have resolved (24.05.22, minute item 22/7.6) to delegate the following powers to the Clerk:

1. The Clerk receives an application from the Planning Authority and notifies members via email.
2. Upon confirmation from the Parish Council Chairman that it is not possible to review the application in a meeting, due to extremely bad weather or emergency circumstances (to include items such as pandemics), the procedure will be:
  - (a) Make every effort to re-schedule the meeting to a convenient date within the timescale dictated by the planning applications and notices displayed as required or
  - (b) Seek agreement from the Planning Officer for an extension of the 'return date' to enable the application to be considered at the next scheduled meeting.

If the actions outlined above are not possible, then the Parish Council agrees to delegate the responsibility to the Clerk within the following parameters:
  - (c) The Chairman of the Planning Committee will ask all available members to convey their views directly to the Clerk who will co-ordinate them and submit them to the planning authority in the usual manner.
3. The reasons for dealing with the applications in such a manner will be recorded in the Minutes for approval at the next Council meeting.