



Planning Committee Procedures

These procedures were formally adopted at a Parish Council Meeting on 8th May 2017

- 1 It shall be the responsibility of the Clerk to pass planning application notifications, with the statutory date for responding, to the Parish Council within two working days of receiving the notification.
- 2 Wherever possible, planning applications shall be considered at a scheduled Full Parish Council meeting. In the instance of a Full Parish Council meeting falling shortly after the statutory response deadline, an extension of the statutory response deadline should be sought from the NDDC planning case officer.
- 3 Where an extension to the statutory response deadline is rejected or impractical, a separate Planning Committee meeting shall be arranged.
- 4 Planning Committee meetings shall be held in a public place where members of the public and press can easily attend (for example: the committee room of Buckhorn Weston Village Hall).
- 5 All planning meetings shall require a quorum of four councillors. Whenever possible the quorum shall be chaired by the Chairman or Vice Chairman, or a Councillor nominated by the Chairman or Vice Chairman, plus three or more Councillors. At least one Councillor from the Parish to which the planning application pertains shall be present at the planning meeting.
- 6 Every planning application will be displayed on the Parish Council notice boards either as a Planning Committee meeting agenda or part of the agenda for the scheduled Full Parish Council meeting.
- 7 Any agenda for a Planning Committee meeting must give three clear days' notice of the date of the meeting (excluding the day of posting, the day of the meeting, weekends and bank holidays).
- 8 In the event of a new planning application being notified to the Clerk between a prior planning meeting agenda being published and the scheduled planning meeting, and only when the applicant and other interested parties can be contacted ahead of the scheduled planning meeting, the new planning application may be added to the extant planning meeting agenda. The new agenda shall be published and posted as soon as practical.
- 9 Where possible, any neighbouring properties which may have an opinion on the proposed development will be issued with a copy of the agenda giving them the opportunity to attend the Planning Committee or Full Parish Council meeting or make comments if they so wish.
- 10 The Clerk will attend Planning Committee meetings and produce a correct record of the meeting in the form of minutes to be displayed on the Parish Council notice boards.

- 11 The Clerk will submit the Parish Council observations to the planning department within the statutory time limit provided using the online portal system.
- 12 A site visit will consist of two Councillors.
- 13 In the unlikely event of a Full Parish Council or Planning Committee meeting being unable to be arranged and only as a last resort and only where the planning application is unlikely to be contentious, an electronic email vote may be sought with Councillors responding using only the 'reply all' option to the Clerk.
- 14 In making its decision the Parish Council, or quorum representing the Parish Council, shall have regard to the National Planning Policy Framework and the Local Plan of NDDC.