Salhouse Parish Council

Policy for Dealing with Planning Applications

Introduction

Salhouse Parish Council is a statutory consultee on planning applications for the Parish and invited to submit a comment to the Planning Authority.

Broadland District Council is the Planning Authority who determines applications.

This procedure sets out how Salhouse Parish Council considers planning matters on which it is consulted by Broadland District Council.

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.

The Parish Council believes that is residents are best served by the Parish Council responding to applications in a timely fashion.

Salhouse Parish Council notes that the best method by which the Parish Council comments on Planning Applications is by discussion at a scheduled or extraordinary Parish Council meeting, to which members of the public have been invited by public notice. Planning is a standing item on all ordinary meetings of the Parish Council.

A meeting will always be called to comment on potentially contentious planning applications.

The Parish Council does not usually meet in August, and this can prove an issue when dealing with and commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the September meeting.

This protocol will be used for all planning applications.

Standard Process

1. A notification of the receipt of a planning application will be e-mailed to all councillors and be notified to the public through the Parish Council website and/or noticeboards.

2. If needed and possible the Parish Council administrator will apply to Broadland District Council for an extension to the period in which a response is required.

3. The application will be taken to the next Parish Council meeting.

4. The response to the application will be sent by e-mail to the relevant planning officer as soon as practicable following the Parish Council meeting.

5. The decision of the Planning Authority (Broadland District Council) will be noted in a planning report following the decision being reached.

Non-Standard Process

The Parish Council does not usually meet during the month of August. The following process will be used during the summer recess, and should any meeting need to be cancelled due to either the meeting being inquorate or other unforeseen circumstances.

1. A notification of the receipt of a planning application will be e-mailed to all councillors and be notified to the public through the Parish Council website and/or noticeboards.

2. If possible, the Parish Clerk will apply to Broadland District Council for an extension to the period in which a response is required.

3. If no extension is possible the Parish Councillors will be asked to submit their views, by e-mail, to the Parish Clerk.

4. The Parish Clerk will assemble the views and respond to Broadland with the majority view. If there is a distinct division in views, then the Parish Clerk can e-mail for further guidance from councillors.

5. The response will be placed on the next agenda for ratification.

6. The decision of the Planning Authority (Broadland District Council) will be noted in a planning report following the decision being reached.

Summary

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:

If there is a scheduled Parish Council meeting before the end of the consultation period (including any agreed extension) then the Clerk will place them on the agenda for that meeting and any decision will be taken at that meeting.

Option 2:

If there is no scheduled meeting before the end of the consultation period, but the Parish Clerk in consultation with the chair considers that the application should be considered by the full Parish Council then a special meeting will be called for this purpose and any decision taken at that meeting.

Option 3:

In other cases any response by the Council shall be delegated to the Clerk who shall seek views from members.

Approved at meeting : 12th June 2023

Date of last review : 14th September 2026

Date of next review: September 2029