

# **Bosbury and Coddington Parish Council Procedure for Reviewing Planning Applications**

Adopted 7<sup>th</sup> July 2016

Reviewed 24<sup>th</sup> May 2018

Reviewed 16<sup>th</sup> May 2019

Reviewed and updated 3<sup>rd</sup> September 2020

Reviewed 6<sup>th</sup> May 2021

## 1.0 Introduction to Best Practice

*This section describes the different ways that Parish Councils can review planning applications according to best practice. Please see the later sections for the review method that Bosbury and Coddington Parish Council have chosen to adopt.*

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.

In the event that 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.

***At the Annual Parish Council Meeting 26.5.16 it was agreed not to delegate these powers. At the Parish Council Meeting held on 3<sup>rd</sup> September 2020 it was agreed to delegate powers to the clerk as per item 5 below.***

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## 2.0 Agreements made at the Annual Meeting of the Parish Council 26.5.16

At the Annual Meeting of the Parish Council held on 26<sup>th</sup> May, 2016 (see minute item 8.6) the following was agreed:

- The Parish Council want to review planning applications in Planning Committee meetings rather than at the end of a busy Parish Council meeting. See section 3.0 below.
- The Planning Committee has devolved powers with 6 members including the Chairman.
- Planning applications can still be reviewed within a full Parish Council meeting if that is required. For example, if a major and contentious planning application is received where it would be best practice to involve the whole Parish Council. See section 4.0 below.
- The Parish Council agreed (03.09.20), that in the exceptional circumstance that the Planning Committee couldn't meet, then the Clerk would submit a response on behalf of the Committee. See section 5.0 below.

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## 3.0 Reviewing Planning Applications in a Planning Committee Meeting

- Planning Committee meetings will be arranged on an ad-hoc basis by the Clerk as and when planning applications are received.
- The Clerk must publish the Agenda and notice of the meeting in accordance with Standing Orders (i.e. 3 clear days notice etc.).
- The quorum of the Planning Committee is one third or three whichever is the **greater**.
- The business is minuted by the Clerk.
- The minutes are approved and signed at the next Planning Committee meeting (not the Parish Council meeting).

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## 4.0 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. The Chair can handover to the Planning Committee Chairman to lead (but not chair) that section 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** (not the quorum of the Planning Committee).
- 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 (not Planning Committee meeting).

### **5.0 Delegated Powers to the Clerk**

If there is no possibility to review the planning applications in a meeting, Bosbury and Coddington Parish Council have resolved (03.09.20, minute item 9c) to delegate the following powers to the Clerk:

1. The Clerk receives an application from the Planning Authority and enters it on the planning log.
2. Upon confirmation from the Planning Committee Chairman or 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 Planning Committee meeting.
4. The Clerk updates the planning log.