

# PLANNING PROCEDURE

## Wreningham Parish Council

### Background information

Plans for development are managed formally by the Planning Authority, South Norfolk District Council (SNC). The planning process includes consultation with NCC Highways in respect of access and road safety; Anglian Water in respect of waste water capacity, etc. Environmental surveys may also be carried out. More information is available from SNC's Planning Department at <https://www.south-norfolk.gov.uk/planning>

The planning process invites the public to submit comments (in writing and online) and provides for the opportunity to speak at the District Council's Development Committee meeting. The District Council places planning notices at the proposed site. These state the nature of the proposal and other relevant information including deadlines for submission of comments.

The Parish Council, as a statutory consultee, receives notification of planning proposals in the Parish. These are an agenda item and are considered by the Parish Council under normal business. As the Parish Council usually meets every other month, a planning proposal may need to be circulated to the Parish Councillors for comment between meetings in order to meet the Planning Authority's deadlines.

### 1. Summary

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the Planning Authority. It takes into account:

- The consultation period for a planning application is 21 days. Hence not all planning applications can be considered at the Parish Council's scheduled meetings.
- The Parish Council believes that parishioners are best served by it responding to applications within the deadlines set by SNC.
- Parishioners will be informed via one, or more, of the following mechanisms:
  - a posting on the village website <http://www.wreningham.org.uk>,
  - a public meeting (notified on the notice boards and the website),
  - Councillor(s) contacting parishioners directly.
- The Parish Council response will take into consideration parishioners' views.

### Resolution

The Parish Council has therefore resolved that any substantive actions in respect of planning matters shall be taken either by

- the Parish Council as a whole, or
- by the Clerk acting on the advice of the Parish Council as a whole.

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### 1.1. Conflict of Interests

Any Councillor with a pecuniary interest in a planning matter being considered shall take no part in the discussion or handling of the application.

## 2. Planning Protocol

### 2.1. Options for responding to planning applications

When notice of a planning application is received, one of the following will be followed:

- **Option 1: Application can be addressed at a scheduled Council meeting.** The consultation deadline falls after the next scheduled meeting. The Clerk will place the matter on the Agenda and any decision will be taken at that meeting. (The link to the planning proposal will be circulated so that Parish Councillors can examine the plans before discussion.)
- **Option 2: Application deadline precludes discussion at a scheduled meeting.** The clerk will advise Councillors of receipt of a planning application and if Chairman or at least two Councillors consider the application merits a formal meeting then the Clerk will schedule it and ensure meeting notices are placed on the website and the noticeboards.
- **Option 3: Clerk's delegated response action.** Otherwise the Council's response shall be delegated to the Clerk who shall seek advice and written comments from the Councillors. If an agreed, quorate, response is received, the clerk will submit the comments to SNC.

### 2.2. Procedure at meetings of the Parish Council

When a planning application comes before a full meeting of the Parish Council, the residents will be invited to speak about the application, under normal rules, at the meeting.

Any Parish Councillor with a pecuniary interest in the application 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 Parish Council shall consider the application in public session and will decide on what response, if any, shall be provided to SNC.