

Lorton Parish Council

Procedures in respect of planning matters

The procedures set out below were adopted at a meeting of the Parish Council
on.....5th Sept 2018...

This procedural document is compiled after the revised method of notification of development applications by Lake District National Park's Planning Authority which came into force August 2018. There will be no further distribution by the planning authority of paperwork or plans of developments, all are being made available on the LDNP website. Furthermore, there will be no further distribution of correspondence to local neighbours by LDNP, all developments will be indicated by a site notice in the area. Lorton Parish Council will not therefore be contacting residents about developments the onus is on those likely to be affected by such developments to consult the LDNP website and make representations.

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 that:

- The consultation period for planning application 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 its constituents are best served by the Parish Council responding to application in a timely fashion.
- To ensure that consultations on planning applications are dealt with in time, the Parish Clerk will receive and circulate, electronically the details provided by the planning authority.

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 receipt of all councillors' views after circulation.

2 Planning Protocol

2.1 Options for responding to planning applications

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 then the Clerk will place the matter on the Agenda for that meeting, circulate the electronic link for councillors to consider and any decision will be taken at that meeting. Clerk to download all documents on parish laptop and bring that to the meeting to aid clarification if required.

Option 2: If there is no scheduled meeting before the end of the consultation period, but the council 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. This option shall also apply if at least two members of the Council request that the Chairman or Clerk call a special meeting. Electronic documents about the development being circulated initially by the clerk to establish if option 2 or 3 applies

Option 3: In other cases, any response by the Council shall be decided by electronic circulation to all Councillors for their comments. Should there be an equal decision then the planning application is to be considered by full special council planning meeting.

2.2 Procedure at meetings of the Council

- In those cases where a planning application comes before a full meeting of the Parish Council, then any residents will be able to speak at the meeting **during public participation.**
- If a request is received from the applicant to speak to the Council then this will normally be permitted unless the Council, by a majority decision, determines otherwise.
- Any Councillor with a material 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 Council shall consider the application in public session and will decide on what response, if any, shall be provided.

2.3 Duties

- Where the Council is invited to make representations on a planning application to the Planning Authority, it shall be the duty of the parish council's representative to ensure that the Council's Planning Protocol, as set out above is adhered to in all material respects.
- The Parish Council must be seen to be fair in its treatment of the rights of applicants and local residents and that its views as consultee are consistent and well-considered.