

## **Policy for Dealing with Planning Applications for Aylsham Town Council**

### **Introduction**

This procedure sets out how Aylsham Town 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 Town Council at its scheduled meetings.

The Town Council believes that its residents are best served by the Town Council responding to applications in a timely fashion

Aylsham Town Council notes that the best method by which the Town Council comments on Planning Applications is by discussion at a scheduled or extraordinary Town 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 Town Council.

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

The Town 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. On the receipt of any planning application the Town Council staff will record the application in a book kept especially for the purpose.
2. A notification of the receipt of a planning application will be e-mailed to all councillors with a copy for the Town Clerk and also be notified to the public through the Town Council website.
3. If needed and possible the Town Council administrator will apply to Broadland District Council for an extension to the period in which a response is required
4. The application will be taken to the next Town Council meeting
5. The response to the application will be sent by e-mail to the relevant planning officer the day following the Town Council meeting
6. The response will be noted in the planning book and recorded on the planning documents
7. The decision will be recorded in the planning book and placed on the next Town Council agenda following the decision being reached

## **Non-Standard Process**

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

1. On the receipt of any planning application the Town Council staff will record the application in a book kept especially for the purpose.
2. A notification of the receipt of a planning application will be e-mailed to all councillors with a copy for the Town Clerk and also be notified to the public through the Town Council website.
3. If possible, the Town Council administrator will apply to Broadland District Council for an extension to the period in which a response is required
4. If no extension is possible the Town Councillors will be asked to submit their views, by e-mail, to the Town Clerk.
5. The Town Clerk will assemble the views and respond to Broadland with the majority view. If there is a distinct division in views then the Town Clerk can e-mail for further guidance from councillors
6. The response will be noted in the planning book and recorded on the planning documents and placed on the next agenda
7. The decision will be recorded in the planning book and placed on the next Town Council agenda following the decision being reached

## **Summary**

One of the following options shall apply when notice of a planning application on which the Town Council is invited to comment is received.

### **Option 1:**

If there is a scheduled Town Council meeting before the end of the consultation period (including any agreed extension) then the Clerk will place the matter 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 Town Clerk in consultation with the chairman considers that the application should be considered by the full Town 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