

Michelmersh & Timsbury Parish Council

Planning Protocol Policy

This procedure sets out how Michelmersh & Timsbury Parish Council considers planning matters on which it is consulted by a planning authority. It takes into account that:

- The Consultation period for planning applications is 21 days which means that not all planning application can be considered by Michelmersh & Timsbury Parish Council at its scheduled meetings;
- Michelmersh & Timsbury Parish Council believes parishioners are best served by the Parish council responding to applications in a timely fashion.
- To ensure all consultations on planning application are dealt with in time, the Parish Council has appointed the Clerk to facilitate the responses of the Council to planning matters.

Planning Protocol

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:

Option1

If there is a scheduled Council meeting before the end of the consultation period 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 the consultation deadline is before the next scheduled meeting, then the Clerk will request an extension from Test Valley Borough Council. If this is not granted, then the Parish Council Chairman and or two Parish Councillors can request an Extraordinary Meeting be called to discuss the planning application prior to the consultation period deadline.

Council Decision Reporting

- If the outcome of the Council's vote is 'no objection' the Clerk will respond to the planning consultation request with a simple 'no objection' (further comments may be included at the Clerk's discretion, based on any comments made by councillors).
- If the outcome of the Council's vote is 'objection' the Clerk will submit this objection to the Planning Authority alongside the reasons for the Council's objection (to be compiled at the Clerk's discretion based on any reasons for objection stated by councillors).
- The Clerk's written response to the planning application consultation will be duly noted at the next scheduled Parish Council meeting.

Planning Procedures at Meetings of the Parish Council

- Any residents will be able to speak during the Open Period on a planning application
- If a request is received from the applicant to speak to the Parish Council, then this will normally be permitted, unless the Parish council (by a majority decision) determines otherwise.
- Any councillor with a material interest in an application to be considered will take no part in the debate and may wish to leave the room, 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.