

Burgh & Tuttington Parish Council

Planning Protocol

Procedures in respect of planning matters

The procedures set out below were adopted at a meeting of the Burgh & Tuttington Parish Council on 5th March 2025.

1. Summary

This procedure sets out how the Parish Council considers planning matters on which the Planning Authority, Broadland District Council, consults it. 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 a scheduled meeting
- The Parish Council believes that its constituents are best served by the Parish Council responding to application in a timely fashion.

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 made by email, by telephone or in writing

2. Conflict of Interest

A member of the Parish Council who has a material interest in a planning matter referred to the Parish Council shall take no part in handling of the application.

3 Planning Protocol

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 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 Chairman of 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 will be taken at that meeting. This option shall also apply if at least two members of the Council request that the Chairman call a special meeting.

Option 3: In other cases any response by the Council shall be delegated to the Clerk who shall circulate details of any applications to all Councillors for their comments.

3.2 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.
- 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.