

BRADENHAM PARISH COUNCIL

PLANNING APPLICATION PROCEDURE

This Planning Application Procedure was approved at the Bradenham Parish Council Meeting of 7th February 2023 and appended to the minutes of that meeting.

All applications for Planning Permission received by the Parish Clerk should be dealt with as follows –

1. Any application for planning permission, received by the Clerk, will be forwarded to all Councillors by e-mail, giving a date, approximately ten days hence, by which comments and votes in favour or against should be returned to the Clerk. Councillors should indicate/vote whether they approve, object or wish to abstain from a decision. Councillors should also be reminded to add any “personal” comments through Breckland’s website portal. In addition, Councillors should be reminded that, should they feel that they may need to refer this to other potential interested parties or Parishioners, now is the time to do that.
2. Initial comments and votes are received by the Clerk from Councillors.
3. If the votes received from Councillors are unanimous, the Clerk should report this back to Breckland, with any appropriate comments regarding siting, layout, environment, visual effect on adjoining properties etc., and go to item 7.
4. If the votes from Councillors are not unanimous, the Clerk should e-mail all Councillors with the votes received, together with the comments from Councillors that have voted against the majority decision (cut and paste these comments into a single document for clarity), and ask Councillors for any further comments, or changes of voting, within seven days.
5. Upon receipt of any further comments or changes in voting, the Clerk should, under normal circumstances, report the majority decision to Breckland as being the decision of the Parish Council; including any useful comments on subjects such as siting, layout, environment, visual effect on adjoining properties etc.
6. In exceptional circumstances, such as a very controversial application or equal numbers of votes, the Clerk should refer the application back to Councillors for further discussion. This may require a specially convened meeting or referral to the next Parish Council meeting. This may entail asking Breckland for an extension.
7. The Clerk should e-mail Councillors with details of action he/she has taken.

It would be helpful if the Parish Clerk and all Councillors used the “reply to all” on e-mails when responding to items relating to planning applications.