

PLANNING RESPONSE POLICY

Cringleford Parish Council

Summary

This policy sets out how Cringleford Parish Council (CPC) will consider and respond to 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 applications can be considered by the Planning and Environment Committee (known as PEC) at its monthly scheduled meetings;
- we believe parishioners are best served by the Parish Council responding to applications in a timely fashion;
- if an application appears to be large or contentious, an extension will, on those occasions, be sought from the relevant planning department.
- to ensure all consultations on planning applications are dealt with in time, PEC has appointed the Clerk under delegated powers to facilitate the responses of the Council to planning matters (resolved 6 December 2017), on the outcome of an email consultation with Parish Councillors, on occasions where a meeting will not be held before a planning deadline.

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

1. If there is a scheduled PEC 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 and published in the minutes.

Option 2

1. If there is no scheduled Council meeting before the end of the consultation period, the Clerk will request an extension with the Planning Department;
2. If an extension is not granted, the Clerk will alert all members of the Committee to the application, via email.
3. Committee Members will be requested to respond to the email within the deadline given. The deadline will be no less than five clear days where practicable from when the email is sent. Councillors can respond 'no objection', request an extraordinary meeting, or make comments for the Clerk to collate into a response.
4. If at least two members of PEC (or the Chairman of the Council) request an extraordinary meeting, then an extraordinary meeting will be arranged within the consultation period and any decision will be taken at that meeting.
5. If an extraordinary meeting is not duly requested before the Clerk's nominated deadline, then any response by the Council shall be deemed to have been delegated to the Clerk, who will respond in line with the majority vote.

Agreed January 2026

Review date: January 2030

6. If the agreed response is to object to a planning application then the Clerk, with Committee agreement, may call the application in to South Norfolk Council's Development Management Committee, where a decision will be made by the Committee instead of an Officer.
7. The response will be duly noted at the next scheduled PEC meeting.

Procedure at Meetings of PEC

- In those cases where a planning application comes before PEC, then any residents will be able to speak at the meeting during public participation, in line with Standing Orders.
- If a request is received from the applicant to speak to PEC then this will normally be permitted, unless the Committee (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, 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.
- Planning applications will not be considered from residents until they have been formally submitted to the relevant Planning Authority. No advice can be given to applicants.
- In the case of large or contentious planning applications, a report will be given at the next full meeting of Council.
- If a large planning application is received between PEC and Council meetings being held, the Chairman may raise the application at full Council, where a full vote may take place.
- Councillors should ensure that all decisions are compliant with the Cringleford Neighbourhood Development Plan