

SALTFLEETBY PARISH COUNCIL

PLANNING RESPONSE POLICY

Summary:

This policy sets out how Saltfleetby Parish Council (SPC) 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 28 days, which means that not all planning applications can be considered by SPC at its monthly scheduled meetings.
- we believe residents 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, SPC has appointed the Clerk under delegated powers to facilitate the responses of the Council to planning matters, on the majority outcome of an email consultation with Parish Councillors, on occasions where a meeting will not be held before a planning deadline.
- the Clerk will circulate electronic links to the relevant planning documents and collate all responses (based on the majority view) to a single response, but it remains the responsibility of individual Councillors to provide the material content of planning responses.

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 SPC 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 alert all members to the application via email including the link to the relevant information on the Planning Authority's website.

2. Members will be requested to respond to the email within the deadline given. The deadline will be no less than five clear working days from when the email is sent. Councillors can respond 'no objection', request an extension be applied for to allow for a decision to be made at the next scheduled meeting, or make comments for the Clerk to collate into a response.

3. If the Planning Authority do not grant a request for an extension **or** the planning application is deemed substantial enough to require a separate meeting and at least two members of SPC (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.

4. If an extension 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 view.

5. If the agreed response is to object to a planning application, then the Clerk, with the Chairman's agreement, may call the application in to East Lindsey District Council's Planning Committee, where a decision will be made by the Committee instead of an Officer.

6. The response will be duly noted at the next scheduled SPC meeting.

Procedure for Planning at Meetings of SPC

- In those cases where a planning application comes before SPC, 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 SPC then this will normally be permitted.
- 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.

Approved – 6th May 2025