



# Ringshall Parish Council

## Planning Application Commenting Policy

V1.0

## Version Control

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Approval Committee	Full Council
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## Policy History

Version:	Author:	Reason for Issue:	Date:	Approval Minute:
1.0	Clerk	New Policy	05/20	

## Background to this policy

Ringshall Parish Council is a statutory consultee for all planning applications within the parish, and for those on its borders or where it will be potentially impacted by the application.

It is given twenty one days to reply to a consultation request.

When the Clerk receives a planning application and the consultation date falls before the next scheduled meeting of the Council, the Clerk must distribute the application to the Council members, else it is put on the next agenda<sup>1</sup>.

The Chairman (or two Councillors) can then call an extraordinary meeting to deal with the application.

There is currently no local plan for the parish.

Council has been routinely not commenting on small applications, and not calling extraordinary council meetings.

## Policy

Council will handle planning application commenting as follows:

1. The Clerk will continue to distribute planning applications when received, but will now also distribute in this fashion if the commenting period falls beyond the next proposed ordinary meeting.
2. If the application concerns three or fewer dwellings or is otherwise a small application then Council will not routinely make comment
3. If the application is for more than three, or otherwise a medium or large application, the Chairman will either call an extra ordinary meeting to consider the application, or submit a suitable agenda item to the Clerk for the next ordinary meeting – dependant on the commenting timeframe.
4. By not making a comment, Council means no response will be given to the Planning Authority to the application, rather than a “No Objection” response.
5. If any Council member is concerned that Council should comment on an application covered by point 2, then they will raise their concerns with the Chairman. The Chairman will then consider such raised concerns:
  1. If two or more councillors raise a concern, then the Chairman will act to allow Council to comment

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<sup>1</sup>As specified in Standing Orders

2. If only one councillor raises a concern, then the Chairman will decide if Council should comment. The Chairman's decision is final in this regard.
6. Any concerns to the Chairman about a planning application must be raised at least seven clear days before:
  1. the date the comment period closes, if an extra ordinary meeting is required;
  2. before the last date the agenda can be posted for the next ordinary meeting (which is four clear days before that meeting – so eleven days prior in total)
7. If the planning application comes to council within eleven clear days of the next ordinary meeting, then Council members wanting to raise a concern must do so immediately. The Chairman is no obliged to consider for inclusion in the ordinary meeting though, but may defer to an extra ordinary one before the comment window closes.