

## **St. Ippolyts Parish Council**

The Parish Council is a corporate body, a legal entity separate from its members. Its decisions are the responsibility of the whole body.

The following Procedure and Policy for dealing with planning applications (version 3) has been approved at the 10<sup>th</sup> March 2014 Parish Council meeting.

### **Procedure and Policy for dealing with planning applications.**

The Parish Council is a statutory consultee and its role is to represent parishioners and to respond to planning applications by making comments including whether to support or object.

#### **Procedure**

1. A Memorandum from NHDC's Development & Conservation Manager is sent to the Clerk which includes the planning application reference and subject also date when comments should be received.
2. The Clerk forwards the above memorandum to all councillors with date for Council's response.
3. If the time allowed enables the planning application to be discussed at a Council meeting the decision is taken in public. The vote is by majority with the Chairman having casting vote. The quorum is one third of the total number of members of the council, with the qualification that there is a minimum of three.
4. If the time does not enable the planning application to be discussed at a Council meeting:
  - a) The Clerk may in consultation with the Chairman or Vice Chairman request NHDC to consider allowing an extension of time for the matter to be discussed at a Council meeting, or
  - b) The councillors will submit their individual views to the Clerk by email with copy to other members of the Council. The Clerk will coordinate the email responses from councillors and the majority view is taken. The Clerk will seek advice from the Chairman or Vice Chairman if necessary.
  - c) The Clerk will email all councillors advising whether the planning application received comment/s, objection or support together with number of replies.
5. The Clerk will submit comments and where there is an objection or support the reason/s why on-line via NHDC website Planning Portal.

#### **Policy**

The Council will seek to protect the rural character of the villages and hamlets whilst at the same time providing for parishioners to improve their properties and for others to develop and build new properties should their plans be considered appropriate.

The Council will consider all planning applications based on their individual circumstances and merits.

The Council will aim to represent the majority view and its comments reflect local knowledge and interest in the local environment.

## **St. Ippolyts Parish Council**

The Council's response will be based on material planning reasons e.g. policy documents, sustainability, design, impact on area, traffic, etc.

The Council will respond to all applications within the time frame set by the NHDC's Development & Conservation Manager.

The Council will where possible discuss and vote on planning applications at Council meetings.

The Council minutes will record whether or not a decision was taken at a meeting or between meetings.

The Council minutes will record all decisions and where there is an objection state reason/s why.

The Council may consider that a planning application should be determined by NHDC's Planning Control Committee and approach a local NHD Councillor for their opinion.

The Council may request to present its views (in 3 minutes) about a planning application at NHDC's Planning Control Committee meeting.

This policy will be reviewed every year or earlier if required by legislation or additional material.

### **Additional information**

There is a link from the Council's website [www.stippolyts-parishcouncil.org.uk](http://www.stippolyts-parishcouncil.org.uk) to North Hertfordshire District Council's Planning Applications & Appeals web page where a search can be carried out for planning applications that have been registered and determined. Comments can be submitted on-line about an application during the consultation period.

Residents who also wish to make their comments known to the Council may do so by contacting the Clerk by email [clerk@stippolyts-parishcouncil.org.uk](mailto:clerk@stippolyts-parishcouncil.org.uk) or by post to St Ippolyts Parish Council, PO Box 287, Hitchin, Herts. SG4 7WT