

**LYMINGE PARISH COUNCIL**  
**PLANNING PROCEDURE POLICY**  
 (Statutory items are in bold type)

Lead: Gillian Heywood



Version	Date changed	Change made	Date agreed
2020	29.6.20	Change to clause 5, insertion of clause 6. Removal of refs to 'full' council.	29.7.20

**DELEGATION FROM THE COUNCIL**

- 1 This procedure was agreed by Council at the ordinary meeting on Wednesday 29th July 2020

**PROCEDURES**

- 2 The procedure shall operate within Local Government law and within the Council's own Standing Orders.
- 3 A Lead Councillor for Planning shall be elected at the Council's Annual Meeting. The Council may, at that or any other time, elect a Deputy Planning Councillor and a Planning Sub-committee.
- 4 Any or all of the Lead Planning Councillor, Deputy Planning Councillor and Planning Sub Committee may stand for re-election.
- 5 The District Council sends notice of Planning Applications to the Clerk, who shall email the application to all Councillors with a date by which all responses should be returned to him/her. The Planning Committee and other interested Councillors discuss the application by email, copying all Councillors and the Clerk, and send a final response to the Clerk by the reply date.
6. At any time, the Lead Planning Councillor may instruct the Clerk to add an application to the agenda for the next Council meeting and the Lead Planning Councillor or Deputy will present to such meeting a précis of the main planning considerations for discussion. Where the consultation deadline does not permit sufficient time for this procedure to be implemented, the Clerk will request the District Council to extend the consultation period and/or call a Special Planning Meeting. This procedure is intended to allow full consideration in committee where the application is complex or unusual.
7. Any Councillor may request the Clerk to hold a Special Planning meeting of the Council to determine the Council's view on a planning application.
8. The quorum for a Special Planning meeting shall be the same as for an Ordinary Council Meeting.

9. Subject to clause 7 above, the Clerk and Lead Planning Councillor or Deputy Planning Councillor are granted delegated powers to respond to planning applications, based on Councillors' views (expressed by email or in committee), under section 101 of the Local Government Act 1972. The Clerk shall respond to the District Council and shall email a summary to all Councillors.
- 10 The Clerk shall submit LPC comments and District Council decisions on planning consultations to the next Council meeting for information.
- 11 The Council shall review this procedure annually at the Council's Annual Meeting.

#### **FREQUENCY OF USE OF THE PROCEDURE**

- 12 This procedure shall be used as soon as possible after receipt of notification of each planning application.

#### **LIMITS OF THE PROCEDURE**

- 13 This procedure will not apply in determining the Council's views on policy documents.

Agreed by full Council on 27/7/2015.

No change agreed at full Council on 24/10/2016.

No change agreed at full Council on 22/5/2017.

Changes agreed by full Council on 24/6/2019.

Amended by council on 29/7/20.