**POLICY ON COMMENTING ON PLANNING APPLICATIONS**

*SPC wishes to consider carefully, and in public, all planning applications which come before it. As a rule, all such deliberations will be in Full Council. However, each month there is a period where applications may arrive, too late for the agenda, or where the 21-day consultation period ends before the next meeting. If Council delays its consideration, it may lose its right to call in an application to the Borough Planning Committee. It should also be borne in mind that Council is considering in order to recommend, not actually deciding on these issues – this means that some flexibility is available in the process.*

1. An application should generally be considered by Full Council, and listed on the agenda, with the proper notice.
2. If an application arrives between the production of the agenda and the Full Council meeting, it may be considered at that meeting, and a recommendation made in the usual way, or referred to a special meeting of the Planning Group. [Clerk should ensure information is emailed on receipt.]
3. If an application arrives when a Full Council meeting is beyond the end of the consultation period, this procedure shall operate:
   1. Clerk to email to all Councillors.
   2. Councillors should reply giving any comments; after one week from the sending of the email in a. above, those comments will be incorporated by the Clerk into a response to BCKLWN.
   3. However, should one of the following occur, a meeting of the Planning Group will occur as soon as practical[[1]](#footnote-1):
      1. A councillor registers an objection, or requests consideration due to the application being, in their view, “significant[[2]](#footnote-2)”.
      2. The Clerk considers it “significant”.
      3. A member of the public has objected on valid planning grounds on the Borough Council Planning portal, and requests that Council considers it.
4. The Planning Group will meet under the same rules as apply to all Support Groups, except that Members of the Public may make representation at that meeting. [Note this means that meetings may take place during the day.]
5. For the purposes of this protocol, all members of Council will now be de facto members of the Group, but the quorum will be the larger of three or one-third of members.
6. If this policy is adopted, relevant changes to Standing Orders shall be considered to have been included.

**This policy was recommended by the Working Group Working Group, and agreed by Full Council on 6/9/2017 -minute ref: 2017.09.06.13.c.i**

1. This should not be more than twenty days before the next Full Council meeting, to allow for any similar applications to be included. [↑](#footnote-ref-1)
2. “Significant” should generally mean that it could be considered remiss if Council were not to consider it formally on grounds of size, scale or impact, or that it may be contentious. [↑](#footnote-ref-2)