

Copythorne Parish Council - Covid-19 Business Continuity Arrangements

Dealing with Planning application responses when no public Council Meeting takes place

In the COVID-19 Business Continuity Arrangements, agreed by exchange of e-mails being myself and councillors on March 24th 2020, the following was agreed under point 5. "Delegation to the Clerk"

5 ii) Planning Applications

The Clerk will submit a summary response as per Parish Briefing Note response guidelines to New Forest National Park Authority or New Forest District Council (as appropriate) of any planning applications, having invited comments from all councillors and having secured agreement for a response from a quorate majority of councillors (in the case of Copythorne Parish Council a quorum is three councillors so a 2-1 vote for a particular response would be sufficient).

For the public record I thought it appropriate to set out how this process (similar to that used in August when the Council doesn't meet) will work.

I will send out to councillors by e-mail a list of the planning applications to be considered which will include links to the application on the planning portal of either NFNPA or NFDC. With that list will also be supplied a spreadsheet detailing the cases which is to be used by councillors to indicate their response option number (as per the five options on the Parish Briefing Note example attached) for each application and also to record any comments they wish to make.

The covering e-mail will also indicate the date by which I need to have received the councillor responses. In the column for their initials on the spreadsheet they will; annotate their chosen response number; add any comments; save the spreadsheet; and return it to me by e-mail.

If for any reason there is an issue in using the spreadsheet then the councillor concerned will send me an e-mail detailing on a separate line of each application the reference number; their chosen response option number; and the reasons for that response if required.

I will then collate the responses and send back to the councillors an updated version of the spreadsheet. Hopefully for each case there will be a majority choice of response for each application to send to the relevant Development Control Team. If not, then I will refer back to the councillors by e-mail (to allow for subsequent transparency) any cases that do not have a majority choice of response to try and ensure that a majority response is reached. If this cannot be achieved then our response to the relevant Development Control Team will be Option 5. *"We are happy to accept the decision reached by the NPA/NFDC's Officers under their delegated powers."*

Finally – and very importantly - if a councillor need to "declare an interest" in any of the applications then they will need to let me know the case number and what that interest is. They will then not be allowed to take part in the deliberations of Copythorne Parish Council for that (those) application(s)

David Rigby
Clerk to Copythorne Parish Council
March 27th 2020

