

COPYTHORNE PARISH COUNCIL MEETING - TUESDAY JULY 14TH 2020

Item 13. Dealing with Planning Applications in the absence of a Parish Council Meeting in August

Background

The clauses of Standing Order 15d (as they relate to the requirements of the Proper Officer) states the following in respect of planning applications:-

xiv. ensure every planning application notified to the council is included on the agenda of the next available meeting of the council and placed in the public domain via website and noticeboards and record the Council's response to the local planning authority in the minutes of the meeting;

xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.

It has been the custom of the Parish Council for a number of years to not hold a Council meeting in August.

The actions required of the Proper Officer under Standing Order 15d (xiv and xv) do not take into account this custom. Therefore an amendment to our Standing Orders is needed to reflect what is required of the Proper Officer during August when the Council does not meet.

Recommendation

1. That the existing wording of Standing Order 15d xvi be replaced by the following wording:-

Any planning applications received after the publication of the July Council meeting agenda for which a Parish Response is required before the day after the holding of the September Council meeting shall be dealt with as follows:-

- i). The Clerk will prepare and forward to all Councillors, by e-mail, details of any planning applications that meet the criteria detailed described in the above paragraph and request that Councillors provide, by e-mail a minimum of five working days later ("the required date"), comments as per Parish Briefing Note response guidelines.
 - ii). The Clerk will summarise those responses received by the required date and send that summary, by e-mail, to all councillors to obtain, subject to a quorum being obtained (three replies in total), agreement for a majority response (i.e. a 2-1 vote for a particular response would be sufficient) to the planning applications listed.
 - iii). The Clerk will then notify the Development Control Team at New Forest National Park Authority or New Forest District Council (as appropriate) of the Parish Response(s) to the planning application(s) listed.
 - iv). The Clerk will ensure that the Council's responses in iii) above are reported to the September Council meeting and recorded in the minutes of that meeting;
2. That the existing clauses xvi and xvii of Standing Order 15d be renumbered xvii and xviii to reflect the proposed revision of clause xvi above.

David Rigby, Parish Clerk
June 30th 2020