CHILDSWICKHAM PARISH COUNCIL

Planning Delegation Policy
Adopted 09/05/24
Last updated 01/05/25

Planning Delegation to the Clerk (to deal with planning applications between meetings)

Where a consultation deadline falls between scheduled meetings, or if it is not possible to hold a meeting due to extremely bad weather, absence through incapacity or holidays, or any other unforeseen circumstances, the procedure will be:

1. Seek agreement from the Planning Officer for an extension of the 'return date' to enable the application to be considered at the next scheduled meeting.
2. Re-schedule the meeting to a convenient date or schedule an extraordinary meeting within the timescale dictated by the planning applications and notices displayed as required, or
3. If the actions outlined above are not possible, or if the application is considered minor/uncontentious, then the Parish Council agrees to delegate the responsibility to the Clerk, in consultation with all Councillors, within the following parameters:
    3.1. Councillors will convey their views directly to the Clerk who will collate and determine the council's response within the prescribed consultation period.
    3.2. The deadline for comments from councillors will be made clear by the Clerk, usually a minimum of five working days will be given but occasionally some requests may necessitate a quicker turnaround. Councillors are expected to respond to such requests in a timely manner.
    3.3. If comments or objections are raised by members of the public following submission of a delegated response, the Clerk will forward such comments to Councillors for review. If consultation timescales allow, the council reserves the right to submit additional or amended comments.
    3.4. Decisions made under delegation will be reported to and minuted at the next Parish Council meeting.

Policy Review

The Parish Council will review this policy annually (in May) or as is necessary and appropriate.