

NORTH CADBURY AND YARLINGTON PARISH COUNCIL

STANDING ORDER ON THE ARRANGEMENTS FOR THE CONSIDERATION OF PLANNING APPLICATIONS

1. Composition of Committee

1.1 Planning decisions will be taken by the Parish Planning Committee which will consist of all members of the Parish Council, but with a quorum of four Members.

1.2 Members of the public will be welcome to attend meetings and to take part as detailed below.

2 Notice of Meeting

2.1 Under normal circumstances Planning Meetings will take place on the second Tuesday of the month commencing at 1000hrs.

2.2 The Parish Clerk will (specify) confirm the date of the planning meeting with the Chairman of the meeting* and publish notices with at least three clear days notice i.e. Monday to Saturday excluding Bank and Public Holidays, before the meeting.

2.3 In addition to sending notice of a meeting to members by E-mail, the Parish Clerk will publish a notice of the meeting on the Notice Boards in which the meeting will be held. At the Parish Clerk's discretion the notice may be repeated on other notice boards and on the Parish Web Site.

2.4 The Parish Clerk will write to the applicant, agent and neighbouring properties advising them of the meeting and inviting them to attend and make any observations. The Clerk will then pass all papers to the Chairman/lead member of the meeting.

*The Chairman of the Council will chair meetings if present. In the Chairman's absence the following will take the chair in the order of precedence; the Vice Chairman of the Council; the Appropriate Lead Member; a Member present elected by all other Members present.

3 Procedure at Meeting

3.1 If members of the public are present the Chairman of the meeting will first explain the proceedings, introduce members as appropriate, emphasising that the Parish Council is in an advisory rather than a decision making role.

3.2 The Chairman will call upon Members to declare any interest that they may have in the application. Members with a prejudicial interest are not permitted to take any part in the proceedings.

3.3 The Chairman of the Meeting will invite the applicant or a professional representative of the applicant to outline the application pointing out any planning considerations that the Planning Officer may have highlighted. Members may seek clarifications if required.

3.4 Members of the electorate, followed by the members of the Parish Council, may then be invited to comment or ask questions. The Chairman may ask them to avoid repeating matters already covered should this be appropriate.

3.5 Members present will then discuss the application. The applicant, his/her representatives and members of the public are entitled to listen to the discussion, but not to take part. If appropriate the Chairman will take a vote on the application or on specific parts of the application. This will normally be by open vote but Members may decide by open vote that the decision should be taken by secret ballot.

3.6 The Chairman or Lead Member will provide the Parish Clerk with the minutes of the meeting, having first gained the approval of the draft from the other members present at the meeting. The Clerk will then send the approved minutes to the Planning Authority/Officer, members of the Parish Council and District Councillors. The minutes are then deemed to be published and in the public domain.

3.7 Copies of the minutes will be placed on the Parish Council Website and on the appropriate Notice Boards.

4. Adoption

4.1 These Standing Orders were adopted by the Parish Council at a meeting of the Council held on 15th December 2011 (item 10.c).

Revised at a meeting of the Council held on 1st December 2016 (item 16/224.c.)