



Planning Protocol Policy

This policy details the procedure for when a case officers proposed decision differs from the recommendation made by the planning committee of Aldingbourne Parish Council and therefore activates the “Protocol for Local Councils”.

It is based on the principles that the Committee may wish to reevaluate its original decision given the new information received from the case officer, and that there is insufficient time to call an extra ordinary meeting for further discussion.

1. The case officer contacts the Clerk and/or Administrator advising of the disagreement and the reasons of their proposed decision.
2. The Clerk and/or Administrator checks that new information allows the application, as per standing orders, to be re-considered.
3. The Clerk and/or Administrator forwards the email to the Councillors who were present at the Planning Committee meeting when the application was considered.
4. The Clerk and/or Administrator forwards the email, when possible, to the applicant or agent with a copy of this policy.
5. Councillors will be free to debate the application by email BUT their final vote response MUST BE clear and sent to the Clerk and/or Administrator by email.
6. Councillors will have 3 working days from the time the email was sent to notify the Clerk and/or Administrator of their vote response.
7. Members of the public will be entitled to copies of the emails exchanged if so requested.

8. The quorum for the vote will be four (4).
9. In the event of any tied or inquorate vote, the original resolution of the Planning Committee will stand.
10. Councillors will be responsible for ensuring that their vote is informed and based on proper planning guidance and application information.
11. The Clerk and/or Administrator will advise the case officer of the result of the re-considerations.
12. The Clerk and/or Administrator will advise the applicant or agent, when possible, of the result of the re-considerations and update the appropriate records, including the website.
13. If there has been no change to the original resolution, the details of the application and the result of the re-consideration will be announced at the next Planning Committee meeting and recorded in the minutes.
14. If there has been a change to the original resolution, the details of the application and the result of the re-consideration will be taken to the next Planning Committee meeting to be ratified and recorded in the minutes.

Adopted on:.....

At:.....

Review date:.....