

1.0 GENERAL

- 1.1 Decisions regarding planning applications must be made in open session and be agreed by a majority (Schedule 12 of the Local Government Act, s.1(1) of the Public Bodies (Admission to Meetings) Act 1960).

2.0 PROCEDURE

- 2.1 The Clerk (clerk@rushdenwallington-pc.gov.uk) receives an email from North Hertfordshire District Council (NHDC) planning department with notification of a planning application in the Parish.
- 2.2 The Clerk records receipt of the application on the Planning Register.
- 2.3 The Clerk forwards the email notification of a planning application to the Councillors.
- 2.4 The Councillors determine if they wish to respond to the application, in a 48hours timeframe.
- 2.5 The Councillors notify the Chair and Clerk of their position.
- 2.6 The Chair notifies the Clerk of the Parish Council's decision as to whether the Parish Council will be responding formally to NDHC or not.
- If the Councillors unanimously agree that they have no comment to make on the application then no further action is taken by the Parish Council.
 - If a Councillor(s) wishes to make comment on the application then the matter needs to be addressed in an open session prior to the deadline response date stated in the correspondence from NHDC.
- 2.7 If the Clerk is advised that the Parish Council will be responding to planning application then it is added to the agenda and discussed at the next scheduled Parish Council meeting.
- 2.8 If the response deadline date is before the next scheduled Parish Council meeting an extraordinary meeting is arranged.
- 2.9 When reviewing planning applications, the Parish Councillors should consider comparing the application with local planning requirements, visiting the development site, advising the local residents of the application, meeting residents to get their views, etc.
- 2.10 The Clerk will record the agreed comments from the open session for submission to NHDC planning department. A draft response document is distributed to the Councillors for their approval.
- 2.11 The Clerk emails the approved response document to NHDC planning department (planning.control@north-herts.gov.uk) and the named planning officer.