



# Three Saints South Elmham Parish Council

All Saints & St. Nicholas, St. Michael and St. Peter South Elmham

## PLANNING APPLICATIONS POLICY AND SCHEME OF DELEGATION

### Purpose:

This Scheme of Delegation ensures the Parish Council can respond promptly and effectively to consultations, planning applications, and other matters requiring decisions between scheduled meetings. It complies with Section 101 of the Local Government Act 1972.

### Delegation of Powers

The Parish Council delegates authority to the Clerk (Proper Officer) to act on its behalf in specified circumstances, ensuring decisions are timely and lawful.

### Planning Applications Procedure

1. The Clerk will circulate all planning applications to Councillors by email upon receipt.
2. Councillors are requested to view the full planning application documents on the relevant Planning Authority's website using the link provided.
3. The Clerk will advise if the planning application can be considered at the next scheduled Council meeting and, if so, the application will be added to the agenda.
4. If the planning application cannot be added to the next agenda, Councillors should respond to the Clerk by email, indicating either:
  - **No meeting required**
  - **A meeting is requested to comment on the application**
5. If any Councillor requests a meeting to comment, the Clerk will contact the Planning Authority to request an extension to the consultation deadline so the application may be considered at the next meeting. If an extension is not granted, the Clerk will arrange a Planning Meeting with a published agenda issued at least 3 clear days before the meeting.
6. The Clerk will record the Council's decision in the Minutes and submit the agreed response to the Planning Authority.
7. Minutes of Planning Meetings will be published on the Council website.
8. Where no Councillor requests a meeting within the consultation period, the Clerk will submit the following response before the comment's expiry date:

*"The Parish Council has Resolved a Neutral Decision on this application with no comments.  
Thank you."*