



Saltash Town Council



Policy/Procedure:

Planning Poll Protocol

Date of Adoption:

n/a

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

| Current Status | | | |
|-----------------------|------------|------------------|-------------|
| Version | AK | Approved by | n/a |
| Date | March 2014 | Date of approval | n/a |
| Responsible Officer | AJT | Minute reference | n/a |
| Responsible Committee | P&R | Review date | As required |

| Version History | | | |
|-----------------|---------|---------------|----------|
| Date | Version | Author/Editor | Comments |
| 21.03.2014 | 1 | A K | |
| | | | |
| | | | |

| Review Record | | | | |
|---------------|----------------|--------------------|--------------------|--------------|
| Date | Type of Review | Date of completion | Summary of actions | Completed by |
| | | | | |
| | | | | |
| | | | | |

Planning Poll Protocol

This outlines a suggested protocol to take into account the recent situation where the planning application was called-in by a Cornwall Councillor, and some Councillors wished to reevaluate the original STC position. It has been amended based on a 'dry run' poll on a fictional planning matter, and a 'wet run' based on a recent genuine application,

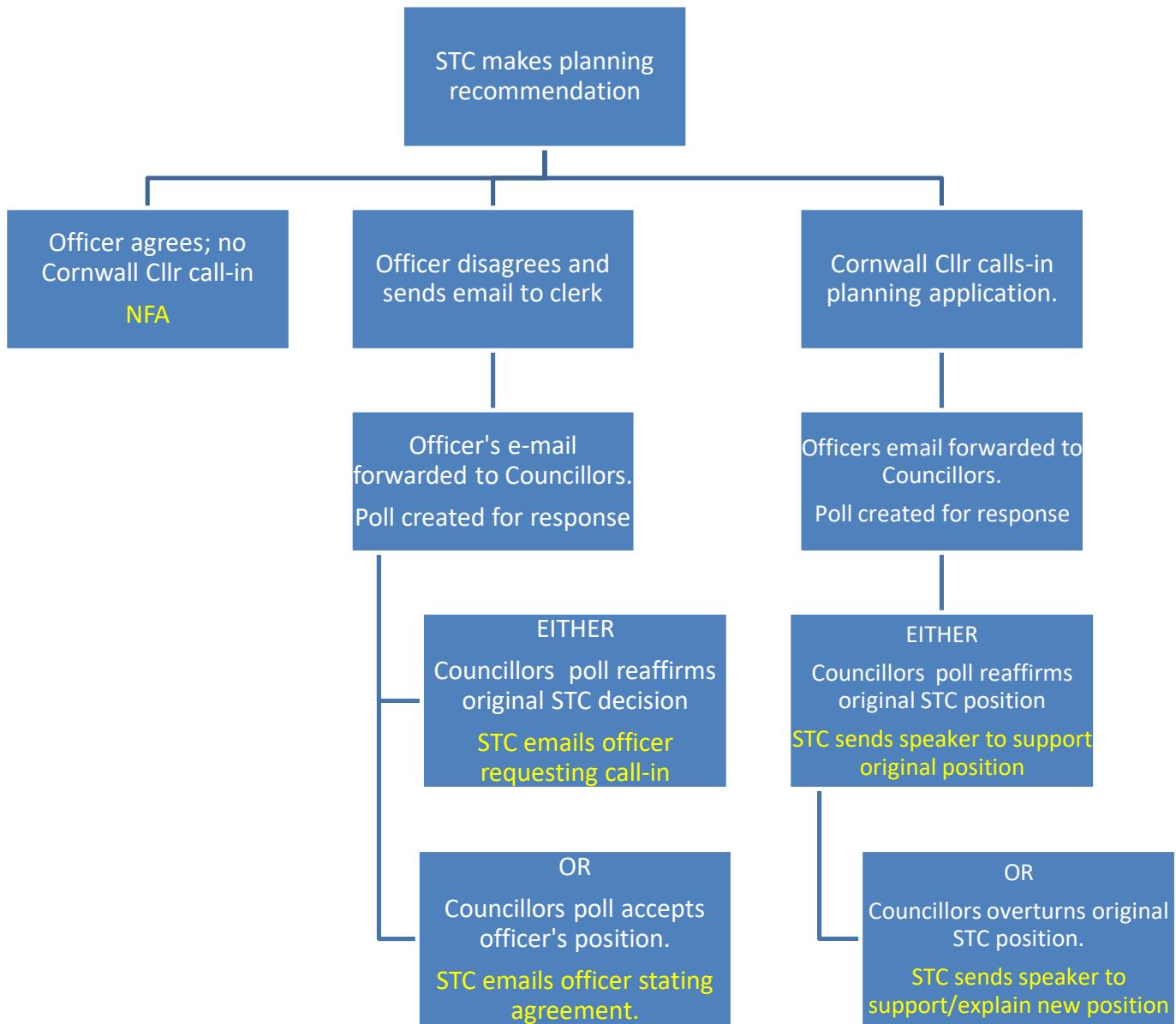
It is based on the principles that

1. The council may wish to reevaluate its original position given new information
2. This should be done in such a manner that there is no confusion as to individual opinions (e.g. a clear yes/no poll)
3. This should not prevent email discussion of the merits of differing positions
4. There should be a clear majority of those voting in order to overturn any previous decision
5. The results of any deliberations in this manner should be placed on public record

Therefore, the below diagram would operate with the following in mind

1. Councillors will be free to debate the planning application by email, but only votes cast by poll will count towards the decision.
 2. Members of the public will still be entitled to be copied in on any correspondence, if so requested.
 3. Councillors will always have at least 72 hours from the email notifying a poll to vote in it. If this includes a Sunday it will be 96 hours.
 4. Quorum for a poll to be effective is one third of councillors (including registered abstentions)
 5. In the event of any tied or inquorate vote the town council's original position will stand.
 6. Cornwall Councillors will vote on the information before them, but in light of further information received at Planning committee might vote differently at that meeting
 7. All Councillors will be responsible for ensuring that their vote is informed and based on proper planning guidance and application information
 8. The planning application number and description and the nature/result of the poll will be read into the record of the next full council meeting under an item 'report on planning applications considered further by email'
- Suggested agenda wording

To note that in the event that the Cornwall Council officer wishes to recommend opposite to the Town Council’s view they will contact the Town Council by email. In light of time constraints, the Town Council will then hold an online poll of Councillors to determine whether to accept the officers’ view or to ask for the application to be called into committee. The results of these polls will be read into the record at the next town council meeting. Members of the public may request, via the clerk, to be copied into any correspondence.



Version History

| Date | Details |
|----------------|--|
| September 2018 | Note: Words importing the masculine gender only shall include all other genders and vice versa. |