



Saltash Town Council



Policy/Procedure:

Protocol for considering planning applications

Date of Adoption:

05.04.2012

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

Current Status			
Version	1	Approved by	FTC
Date	05.04.2012	Date of approval	05.04.2012
Responsible Officer	ajt	Minute reference	11/12/13
Responsible Committee	P&R	Review date	As required

Version History			
Date	Version	Author/Editor	Comments
April 2012	1	AK	

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Protocol for considering Planning Applications

This protocol relates specifically to the consideration of plans at Full Council. Subsequent consideration in relation to an officer response is covered in another protocol.

1. Expectations of councillors

It is an expectation of Saltash Town Council that:

- a. All Councillors should be familiar with the basic details of all planning applications on the agenda.
- b. All Ward Members should be familiar with the details of all planning application on the agenda and within their ward, including having closely examined the paper or electronic plans.
- c. The Ward Members should have arranged for at least one ward member to have carried out a site visit and to report verbally, in writing, or via another councillor or member of staff, to the council.
- d. In the case of a potentially contentious application, the Ward Members should have arranged for at least two ward members to have carried out a site visit, albeit not necessarily at the same time, and to report to the council as above.

2. Potentially contentious applications

An application will be considered to be 'potentially contentious' within the meaning of this protocol where:

- a. It is on a site on which the council has, within the previous year, considered an application that was subsequently refused or
- b. It is on a site relating to an extant application for a Public Right of Way or Town Green or
- c. Councillors are otherwise aware, for example via press coverage or a number of communications from members of the public, that the application generates strong feelings.

These only apply where the councillor(s) involved is/are aware that the definition applies, but it is expected that councillors will share this information by email.

3. Site visits

- a. All site visits carried out by ward members, by other councillors or by staff, are considered official business of the council, and members and staff are acting as representatives and not in an individual capacity, provided that:
 - b.
 - i. In the case of a potentially contentious application (see above) councillors are accompanied on any visit by another member of the council, or by a member of staff of the council.
 - ii. Members take a form of ID - preferably but not necessarily an official Town Council ID. They must show this on request to any members of the public involved in the visit who may not be aware that they are councillors. This includes if they speak to them about the application or go onto their property.
 - c. There are no specific requirements for the contents of a site visit – in some cases it will be appropriate to go onto one or more properties or to speak to one or more members of the public. However, it for the member(s) visiting to judge the necessary steps to take.

Version History

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