

**March 2022– Next Review March 2026**

Wereham Parish Council acknowledges that The Planning Authority requests comments on planning applications within set timeframes. As the Parish Council meets bi-monthly these timeframes cannot always be met through comment at scheduled meetings. The following procedure has therefore been approved:

**Planning Applications requiring comment within the timeframe of scheduled meetings:** The Clerk will email details received of all Planning Applications in the Parish to Councillors within 5 working days of receipt and, at the latest, two clear days before a meeting, should applications be received the Friday before a meeting. All Councillors agree that they will regularly check their emails and that they will view all Planning Applications as notified via the online Planning Portal at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk) prior to the meeting where it will be discussed in public and a resolution reached on a coordinated Council comment. This will be passed back to the Planning Authority by the Clerk.

**Planning Applications requiring comment between scheduled meetings:** The Clerk will email details received of all Planning Applications in the Parish to Councillors within 5 working days of receipt. If the deadline for comment falls before the next scheduled Parish Council meeting the Clerk will highlight this to Councillors. All Councillors agree to view the Application via the online Planning Portal at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk) and return comment on the application within five working days of email delivery. Should the application fall within the criteria of tree pruning or low-level building such as porch extensions, and there are no material objections from any Councillor whatsoever, it is resolved (under s.101, LGA 72) that the Councillors may delegate the function to The Clerk, in consultation with the Chairman and/or the Vice Chair, to provide a Parish Council response of 'No Objection' to The Planning Authority. If neither the Chair nor Vice Chair is available the delegated function is suspended until they become available again.

Should a minimum of one Councillor return comment amounting to a material planning consideration on the Planning Application an Extraordinary meeting will automatically be called by The Chair. This will ensure that the Application can be discussed in a public forum before a response to the Planning Authority is agreed.

Any delegated decision will be recorded at the next scheduled public meeting.