

Delegation for planning committee to deal with planning applications that require comments before the scheduled monthly planning and premises meeting

The consultation time frames of 21 days to comment on applications used by HDC Planning Officers occasionally doesn't align with SPC's monthly Planning and Premises Committee meetings. On these occasions an Extra Ordinary Meeting is required to deal with the planning applications to ensure they are commented on by the deadline date. This is particularly onerous on all committee members and has been suggested that we return to the process below that was adopted in April 2017 to April 2019.

1. The Planning and Premises Committee meetings are scheduled on the 4th Monday of each month where all or most planning applications will be discussed and any objections notified to HDC.
2. If any planning application(s) appear to over-run the HDC Planning Dept. consultation deadline, the deputy clerk will initially seek permission to extend the deadline to allow consideration at the next scheduled SPC planning meeting.
3. Should HDC Planning decline to extend the consultation deadline for such a planning application(s), the Deputy Clerk will email all planning committee members with details of the plans concerned, requesting all members to inspect the plans individually and respond with their comments promptly. A quorate number of 3 or more Councillor responses is required.
4. If there are no objections from Councillors, the Deputy Clerk will notify HDC Planning
5. If any councillor raises an objection, or if two or more councillors (or one councillor and the Deputy Clerk) think an application requires proper discussion by the committee, or there are significant objections raised by the public, or the applicant, then the Deputy Clerk will schedule a Planning Committee EOM to consider the plan in the normal way.

This approach should ensure that SPC continues to consider all local planning applications, despite the 21 day turnaround process by HDC Planning Dept, and will reduce the meetings workload on councillors and the office staff.