



ALFRETON TOWN COUNCIL PLANNING PROCEDURES

The Borough Council which is the relevant authority for Planning Applications – a limited number are regulated by the County Council - no longer send out ‘paper planning notices’ to bodies like Town and Parish Councils. Instead, all planning applications are published on Amber Valleys Website and responses are similarly made via the website. <http://www.ambervalley.gov.uk/environment-and-planning/planning/development-management/planning-applications/view-a-planning-application.aspx>. The website gives a wide range of information about all applications received.

The office staff at the Town Council monitor the website and inform relevant members about each application. Also, local Borough Councillors are consulted by the Borough as a matter of course. There is also a process of ‘neighbour notification’ and public notices operated by the Planning Authority. Elected Members can also ‘watch’ the planning website for themselves and local people will also alert the Council and or individual members of their concerns. All in all there is a wide opportunity to be aware when an application is made.

The time scale for response to planning applications is general 21 days and the Town Council is able to offer representations to any and all applications. That timescale tends to preclude a process of response to Planning Applications made only by the Town Council and it is therefore necessary to have a clear process and delegations to Members/Officers.

At the Annual Meeting of Alfreton Town Council in May members agreed to show on Town Council agendas details of planning applications in the Town and action taken. In order to ‘service’ that need the following process is recommended.

- Office staff will monitor the planning website on a regular basis - each day the office is open and staffed.
- The Chair and Vice Chair of Planning and the Town Clerk will be alerted to **all** applications relevant to Alfreton.
- The Chair and Vice Chair, with input from the Town Clerk, will decide the next action, using delegated powers; those actions could be Instruct officers
 1. To offer no representation or
 2. Offer a ‘minor’ representation.
 3. Call a meeting of the Planning Committee

If the Chair or Vice Chair feel that they would benefit from an input from the 'wider' Town Council but do not feel it necessary to call a Planning Committee, at that stage, they will instruct officers to send all members a 'paper-copy' of the application with an invitation to make their views known to the Chair of Planning or in their absence, the Vice Chair, within a clear timescale. With that additional information The Chair and Vice Chair, with input from the Town Clerk, will decide the next action which again could be to instruct officers to .

1. Offer no representation or
2. Offer a 'minor' representation
3. Call a meeting of the Planning Committee

Details of all actions will be shown as an appendix on the agenda of the following Town Council meeting. That information will, typically, outline details of the application and show that either no representations or only minor representations were made using Chair and or Vice Chair's delegated powers. Or, when a Planning Committee has been called it will show the formal minutes of that meeting.

The initial information sent to members – that information will be the basic information from the Planning Authority. Some members may want to declare an interest on a particular application. If members want to declare an interest in any application they should do so as early as possible in the process by contacting the office so that action can be recorded and they will be excluded from the remainder of the process. Similarly if any members wish to 'stand aside' from this process in its entirety, they should similarly inform the office.

Following this protocol officers can only take instruction from the Chair and Vice Chair or by resolution of the Planning Committee when it is called.