

Tur Langton Parish Council

Appendix 1

Protocol for Responding to Consultation Requests

Responses to Consultations

1. The Parish Council receives numerous requests to respond to consultations and is a statutory consultee on planning applications. Responses can only be agreed by a full Parish Council meeting. Councillors may submit a personal response where appropriate, but must make it clear that they are not responding on behalf of the Parish Council
2. On receipt of a consultation request the clerk will circulate it to councillors, electronically where possible, highlighting the response deadline. For specific details relating to planning applications and Harborough District Council (HDC) strategic planning consultations see points 8-17 below
3. Where the deadline is after the next planned meeting and the consultation subject is considered to be of significant importance by the chair and clerk it will be added to the agenda for that meeting. Consultations where level of importance is harder to establish the consultation will be circulated to all councillors and will be added to the agenda if any one or more of the councillors wish it to be considered.
4. Where the deadline is before the next planned full Parish Council meeting the clerk will seek feedback as to whether councillors wish to respond as a council and if any one or more of the councillors wish to respond an Extraordinary Meeting will be called
5. When deciding whether to respond to a consultation careful consideration should be given to its purpose and the policy / decision it will influence. If the council later objects to a resulting policy / decision it is likely that the weight given to the objection will be reduced if the council did not respond to the original consultation.
6. When a consultation is included on the agenda the clerk will request feedback prior to the meeting so that comments can be collated for discussion at the meeting. Any response agreed at the meeting will be submitted by the clerk.
7. The council will take into account any views submitted by residents when deciding a response. The agenda is put up on the notice board and also included on the website to enable residents to be aware that a consultation response is to be considered. Where appropriate consultations will be advertised to residents via the website, notice board and newsletters.

Specific details relating to responses to Planning Applications

8. HDC publishes a weekly list of new planning applications which is circulated to all Parish Council clerks. Plans can be viewed online on HDC's planning portal - <http://harborough.gov.uk/planning> . HDC also sends hard copies of plans out to Parish Councils, currently to the chair, who will make them available to councillors and members of the public.
9. On logging into the Planning Portal there is an "In-Tray", showing live applications for the village of Tur Langton. The council has also completed a search on this planning portal (currently to 5/1/2020) which results in applications for Tur Langton being sent by email to the clerk as soon as they are received by HDC along with subsequent updates, enabling the Parish Council to be aware of applications before they appear on the planning list.

10. The clerk will forward this email notification, which includes a link to the plan on the Planning Portal, to councillors as soon as possible and include it on the agenda for the next Parish Council meeting if the deadline is after that date.
11. If the deadline is only a few days before the next meeting the clerk will attempt to negotiate an extension with the relevant officer at HDC to enable the plan to be considered at that meeting. If this is not possible action as in step 4 above will be taken.
12. On receipt of the weekly planning lists the clerk will check to make sure there are no applications that have not been notified through the search (9 above) and check for any significant applications outside of Tur Langton that the council may wish to respond to. Should this be the case action will take place as in points 10 and 11 above. Lists which include plans of interest will be circulated.
13. If an application is to be considered the clerk will ask for feedback from councillors (point 6 above). The chair will bring the hard copy of the plans to the meeting. Any response agreed will be submitted to HDC by the clerk via the Planning Portal as a Consultee Response.
14. Hard copies of the plans are retained by the chair with a copy of the response in line with the council's Records Management and Retention of Documents policy
15. HDC circulates lists of planning decisions by email to the clerk and send a hard copy of decisions relating to Tur Langton to the chair. The clerk will circulate decision lists which include any relating to Tur Langton or any other of interest. On receipt of details of a decision relating to Tur Langton councillors can check the decision notice on the Planning Portal.
16. If councillors note any breach of planning conditions they should report this to the clerk who will bring to the attention of the Enforcement Team at HDC.

Harborough District Council's Strategic Planning Consultations

17. HDC's strategic planning consultations are available on their "Strategic Planning Consultation Portal" via this link: <http://harborough.jdi-consult.net/ldp/> . The clerk and chair hold the council's log in details for this portal which enables responses to be submitted. Councillors are encouraged to create their own personal log in to enable them to view the consultation and submit their own personal comments if desired.