



Broomfield Parish Council

Policy to provide delegated authority to the Clerk of the Planning Committee regarding planning applications

Purpose

This policy sets out the circumstances in which the Clerk may exercise delegated authority in relation to planning applications. The purpose is to ensure timely responses to planning consultations, maintain efficiency, and avoid delays between council or committee meetings.

Delegated Authority Granted to the Clerk of the Committee

The Clerk will endeavour to hold a meeting open to the public (Planning Committee or an alternative Parish Council meeting) however, circumstances might dictate for this policy to be enacted,

1. Routine Planning Applications

The Clerk is authorised to submit comments on behalf of the Parish Council for minor or non-contentious applications after consultation by the Committee including:

- a. Householder applications (extensions, loft conversions, garages, outbuildings)
- b. Tree works applications
- c. Certificates of Lawfulness
- d. Minor amendments or variations to previously approved applications
- e. Applications where the Council has an established or previously agreed position

2. Time-Sensitive Applications

Where consultation deadlines fall before the next scheduled meeting:

- a. The Clerk will circulate the application to councillors for comment.
- b. A response may be submitted based on the majority view received.
- c. If no comments are received, the Clerk may submit a neutral response or request an extension where appropriate.

3. Applications Reserved for Council or Planning Committee

The Clerk must not exercise delegated authority for:

- a. Major developments (e.g., large housing schemes, commercial developments)
- b. Applications generating significant public interest
- c. Applications conflicting with the Parish Council's policies or Neighbourhood Plan
- d. Applications requiring a site visit or detailed discussion
- e. Applications called in by the Chair of the Council or Chair of the Planning Committee
- f. Applications involving CIL/section 106 agreements or strategic infrastructure

These must be referred to the next available meeting.

4. Consultation with Councillors

When acting under delegated authority, the Clerk will:

- a. Notify councillors of new applications promptly
- b. Invite comments within a specified timeframe
- c. Record and reflect councillor views in the final submission

- d. Where councillor views differ:
- e. The majority view will be submitted, or
- f. A balanced response summarising differing views may be provided if appropriate

5. Transparency and Reporting

The Clerk will:

- a. Report all delegated decisions to the Planning Committee meeting
- b. Maintain a record of all planning responses submitted under delegated authority

6. Review of Delegated Authority

This policy will be reviewed:

- a. Annually at the Parish Council's Annual Meeting, or
- b. Earlier if required due to legislative changes or council preference

The Parish Council may amend or withdraw delegated authority at any time by resolution.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

This policy was approved by the Full Council on 10th June 2026