

Reepham Town Council Planning Policy

Reepham Town Council notes that the best method by which a Town Council comments on Planning Applications is by discussion at a scheduled or extraordinary Parish Council meeting, to which members of the public have been invited by public notice.

If an application is received where the consultation deadline is in advance of the next meeting, the Clerk will contact Broadland District Council to request an extension of time. If this is not permitted, then the following policy will take effect.

A meeting will always be called to comment on potentially contentious planning applications. The responsibility for commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the next Town Council meeting, has been delegated to the Clerk in line with the following:

1. Clerk receives application from Broadland District Council and forwards to all Councillors via email with timescale for response.
2. Councillors may inspect plans, either online or hard copy (as appropriate)
3. Any comments or objections should be forwarded to the Clerk within the specified timescale.
4. Clerk puts precis of any comments made on application sheet for reference.
5. If all in agreement, the Council decision / comments may be forwarded to Broadland District Council without further consideration.
6. If Council are not in agreement, the Council shall decide if an extraordinary meeting should be held.
7. The Clerk forwards comments to Broadland District Council within time frame specified on the application, making sure that comments are lawful and purely on planning grounds.
8. At the next meeting of the Town Council, the Clerk produces applications received in between meetings with details of submission to Broadland District Council for recording in the minutes.

This policy has been agreed at a meeting of Reepham Town Council held on

12th November 2025

..... minute reference