

## **Planning Committee- Responding to planning applications by email meeting where the consultation response deadline falls before the next meeting date**

Protocol:

- SDC send notice of planning application consultation to Committee Clerk in the usual way.
- Committee Clerk forwards Notice to Planning Committee members informing them that an email response is required within 5 working days and a date for reply provided.
- Planning Committee members make their response to the application by email selecting 'reply all' so everyone's comments can be seen and considered. Where committee members are inadvertently excluded from an individual member's comments the Committee Clerk will forward those comments to all members.
- After the 5 working days period has ended, Chair and Committee Clerk will review the responses and where a majority opinion is clear a suitable response will be submitted to SDC.
- Where the result is not clear and further discussion is required, the debate will be re-opened and further comments invited.

Sarah Duran

26 May 2021