



# Twywell Parish Council Planning Scheme of Delegation for Parish Council Clerk

## Introduction

- This scheme of delegation outlines the authority granted to the Clerk of Twywell Parish Council to respond to planning applications on behalf of the council.

## Scope of Delegation

- The Clerk is authorised to respond to planning applications that fall within the following categories:
  - Minor alterations and extensions to existing buildings.
  - Changes of use for buildings that do not impact the character of the area.
  - Applications that have previously been discussed and have established council policies or guidelines.

## Limitations

- The Clerk shall not respond to applications involving:
  - Major developments.
  - Applications with significant public interest or controversy.
  - Applications that are contrary to the council's previously adopted policies or plans.

## Consultation

- The Clerk must consult with at least one designated council member before responding to any planning application.
- For applications that may have significant implications, the Clerk should convene an extraordinary meeting of Twywell Parish Council or its planning committee.

## Decision Making

- The Clerk shall use their professional judgment to respond to planning applications within the scope of this delegation.
- All responses must be in line with the council's strategic objectives and local planning policies.

## Reporting

- The Clerk must provide a report of all responses made under this delegation at the next Twywell Parish Council meeting.
- The report should include a summary of the planning applications and the rationale for the response given.

## Review

- This scheme of delegation will be reviewed annually or as required by changes in legislation or council policies.

### Policy Control Sheet

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<b>Document History</b>			
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