



Saxilby with Ingleby Parish Council

Non-confidential

To approve the Scheme of Delegation for the Clerk to respond to amended planning applications which fall between Planning and Development Committee meetings.

Report to: Planning and Development Committee

Meeting Date: 15 July 2026

Report by: Clerk

Power/duty which decision falls under:

Local Government Act 1972, Section 101 – Enables a local authority to arrange for the discharge of its functions by a committee, sub-committee, officer or another authority.

Which council objective(s) it falls under:

Respond to planning consultations in-line with the NDP, to meet the needs of the community and addressing any transport impacts

SUMMARY:

The Council is regularly consulted by the Local Planning Authority on amended planning applications, often with limited response periods which may fall between scheduled Planning and Development Committee meetings. The current process creates a risk that the Council's agreed views, including those representing the interests of the local community and the objectives of the Saxilby with Ingleby Neighbourhood Development Plan, may not be submitted within the required timeframe.

This report proposes the introduction of a Scheme of Delegation enabling the Clerk to respond to minor amended planning applications between meetings, following consultation with all Councillors and consideration of their comments. The proposed approach provides a proportionate and transparent process, maintaining Member involvement and accountability while ensuring the Council can continue to provide timely and effective responses to planning consultations.

RECOMMENDATION(S):

- 1. To approve the Scheme of Delegation framework for the Clerk to respond to amended planning applications which fall between committee meetings.**
- 2. Incorporate the agreed Scheme of Delegation with the Terms of Reference document and re-name 'Saxilby with Ingleby Parish Council Terms of Reference and Scheme of Delegation'**

Public Sector Equality Duty:

Consider how policies/decisions affect those protected under the Equality Act)

The proposed Scheme of Delegation does not directly impact any specific groups with protected characteristics under the Equality Act 2010

Duty to conserve and enhance biodiversity:

The proposed Scheme of Delegation has no direct impact on biodiversity.

Consideration on carbon reduction:

The proposed Scheme of Delegation has no direct carbon reduction implications.

Impact on staff:

The management of planning consultations and preparation of responses forms part of the Clerk's existing role. The proposed Scheme of Delegation will create an additional administrative requirement in terms of circulating amended applications, collating Councillor comments, preparing and submitting responses, and recording delegated decisions.

However, this administrative burden is considered proportionate and is expected to be on par with the time and resources required to arrange and support additional Council meetings at short notice, including agenda preparation, meeting administration, attendance, and minute preparation.

The process provides a more efficient and structured approach for managing planning consultation deadlines for minor amendments while maintaining appropriate Councillor involvement and oversight.

Does the report consider any new activity? If 'Yes', has a risk assessment, including risk management proposals, been included for consideration and adoption by the council?

(Financial Regulation 17b)

Yes

Consideration of risk management in relation to the proposal¹

It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas:

Risk Area	Risk Present / Description?	Likelihood	Impact	Risk Rating	Mitigation & Contingency
Decision Making / Strategic	Amended planning applications are responded to without full Member consideration, or that the response does not reflect the Council's agreed position.	Low	High	Medium	The Clerk will circulate information to all Councillors and consider comments received before submitting a response. Responses must be in line with the NDP and previous Council resolutions. Significant amendments or new planning issues will be referred back to Council.
Finances	No direct financial risk identified.	Low	Low	Low	Delegated process may reduce the need for additional meetings and associated administrative time. No expenditure commitment is created by the delegation.
Property	No property-related risks identified.	Low	Low	Low	Not applicable.
Staff / Operational	Risk that the Clerk is unable to prepare and submit a response within the Local Planning Authority's consultation deadline.	Medium	Medium	Medium	Clear delegated process established. Clerk to monitor deadlines, circulate consultations promptly and maintain records of responses submitted.
Legal	Risk that the Council fails to respond within the statutory consultation period or that a response is submitted outside agreed authority.	Low	High	Medium	Delegation approved by Council and incorporated into the Council's Scheme of Delegation. Responses limited to defined circumstances and reported back to Council.
Written / Verbal Communication	Risk that Councillors do not receive sufficient information or opportunity to provide comments before a response is submitted.	Low	Medium	Low	Amended applications and relevant information circulated to all Councillors with a minimum three clear working day period for comments where practicable. All responses reported to the next meeting.
Insurance	No additional insurance risks identified.	Low	Low	Low	Existing Council insurance arrangements remain unaffected.
Inspection / Events	No inspection or event-related risks identified.	Low	Low	Low	Not applicable.

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

REPORT

The Council is consulted by the Local Planning Authority on planning applications within the parish and has the opportunity to submit comments, observations, and recommendations as part of the statutory planning consultation process.

During the determination of planning applications, applicants may submit amended plans, additional information or revised proposals. The Local Planning Authority may then undertake a further consultation with the Council, often with a limited response period. The frequency of these consultations has increased.

Where the consultation period expires before the next scheduled Council meeting, the Council currently has limited ability to formally consider and approve a response. This creates a risk that the Council's views may not be submitted within the required timeframe.

The proposed Scheme of Delegation provides a clear and transparent process allowing the Clerk to formally submit a response on behalf of the Council, while ensuring all Councillors have the opportunity to contribute in the process.

Options

Option	Advantages	Disadvantages
Continue with current arrangements and only respond following formal meetings	Maintains current decision-making process	Risk of missing consultation deadlines, resulting in the Council's views and the views of the community it represents not being submitted or considered by the Local Planning Authority.
Hold additional extraordinary meetings for every amended application	Ensures all responses are determined through formal Member decision-making.	Impractical where consultation periods are short. Creates additional administrative unplanned workload for the Admin Team and places additional demands on Councillors for amendments that are minor or present low levels of risk.
Approve delegated process for the Clerk following consultation with all Councillors	Provides timely responses while maintaining Member involvement and accountability. Ensures the Council's views are taken into account.	Requires clear recording and reporting arrangements

Preferred option: Option 3.

Proposed Scheme of Delegation for Planning Application Amendment Consultations Falling Between Scheduled Planning and Development Committee Meetings

It is proposed that delegated authority be granted to the Clerk to submit responses on behalf of the Council in relation to amended planning applications where all of the following criteria apply:

- The consultation deadline falls before the next scheduled Planning and Development Committee meeting.
- The amended plans or additional information do not fundamentally alter the nature of the proposal or introduce significant new planning matters.
- The Clerk circulates details of the amended application to all Councillors, including the consultation deadline and relevant documents.
- Councillors are provided with three clear working days, where practicable, to submit comments or observations.
- The Clerk considers all comments received when preparing the Council's response.
- The response reflects the Saxilby with Ingleby Neighbourhood Development Plan and associated documents, including the Design Code and Housing Needs Assessment.
- Where amendments are considered significant, materially alter the proposal, or raise new issues requiring council consideration, the Clerk will not exercise delegated authority and the matter will be brought before an extraordinary meeting arranged where practicable.

All responses submitted under delegated authority will be reported to the next available committee meeting and recorded in the minutes.