MORWENSTOW PARISH COUNCIL

Policy on 5 Day Protocol Response

When a conflict of opinion occurs regarding a planning application between Morwenstow Parish Council (MPC) and Cornwall Council, the Planning Officer responsible for overseeing the relevant application will contact MPC by email, stating the reasons they disagree with the MPC's response, requesting a reply within 5 days, to one of the following three options:

1. Agree with the Cornwall Council Officer's recommendation.
2. Agree to disagree with the Cornwall Council Officer's recommendation.
3. Disagree with the Cornwall Council Officer's recommendation, upholding the MPC's original decision, and requesting that the Cornwall Council's Planning Committee reconsider their response.

This Policy explains the procedure MPC will follow when presented with such an email.

Procedure for 5 Day Protocol Response to Cornwall Council Planning Officer

- The Clerk will forward the 5-day protocol email containing the Planning Officer's reasoning and the three options to **ALL** members of Morwenstow Parish Council.
- Members of the Parish Council should respond by email as soon as possible, **BEFORE the deadline outlined by the Clerk**, with any additional comments and a clear choice of option 1, 2 or 3.
- If a member of MPC does not respond within the stated deadline, it will be adjudged as' No Comment' (late responses will also be assumed as No Comment).
- The Clerk will collate all 'on-time' responses.
- There must be a clear majority of at least 50% of the respondents ('No Comment' not included) for option 3, over the combined responses of options 1 and 2.
- The Chair of MPC will have the casting decision in the event of a parity of responses.
- The Clerk will inform the Planning Officer of that decision (copying in ALL MPC Councillors), that:

> *"The Council's original resolution still stands. Given the time limit imposed and any additional information supplied, the Councillors have been canvassed by email, and the consensus of opinion is… [insert majority option choice of 1, 2, or 3 here]."*

Policy Formally Adopted by Morwenstow Parish Council on – March 18th, 2026

Minute Reference; 18.03.26.12

Date of next Review	Reviewed by	Minute Reference
March 2027		