

## **POLICY FOR DEALING WITH PLANNING APPLICATION BETWEEN PARISH COUNCIL MEETINGS**

*The Parish Council notes that the recommended method by which a Parish 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. A meeting will always be called to comment on potentially contentious planning applications.*

*This policy has been amended at a meeting of Huntley Parish Council, held on 4<sup>th</sup> September 2012.*

The responsibility for commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the next Parish Council meeting, has been delegated to the Clerk (in liaison with the Planning Group) and in line with the following procedure:-

1. Parish Council has a Planning Group, for the time being, it consists of all Parish Councillors.
2. Clerk, and in her absence, the Chairman or Vice Chairman, as available, is given delegated powers by Parish Council, to provide comment on applications received between meetings which, due to time restrictions cannot wait for the next Parish Council meeting.
3. Clerk receives application from Planning Authority
4. Clerk places brief summary of application details on notice-board and invites comments from the public within a specified time.
5. Clerk notifies all Parish Councillors of application.
6. Planning Group may visit site to acquaint themselves of details. There will be **no discussion on site, particularly if local residents are a) invited or b) passing by.**
7. Members of Planning Group may show plans to neighbours in the vicinity of the application site.
8. Members of Planning Group forward comments to Clerk. The following should be noted:
  - The Clerk can only summarise actual comments made by councillors
  - No assumption of support can be made where no response is received.
  - It is the responsibility of individual councillors to advise the Clerk if there are issues with their internet access and that in the absence of notification, she will assume that emails are being received correctly.
9. Clerk forwards comments to Planning Authority by email, making sure that comments are lawful and on planning grounds. Included within the comments, it should be stated whether the council is generally supportive, or against the proposals, along with details of any concerns raised. Where the responses from councillors result in an even split of opinion, as per Standing Orders, the Chairman's view will provide the casting vote
10. At the next meeting of Parish Council, the Clerk will provide details of all applications received and responded to between meetings along with the other planning items (i.e. new applications, approvals and refusals)