BURGHILL PARISH COUNCIL

Policy For Dealing with Planning Applications 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 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.

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 2 Parish Councillors as per the planning rota and in line with the following:-

1. Clerk given delegated powers by Parish Council, to comment on applications received between meetings which, due to time restrictions cannot wait for the next Parish Council meeting.

2. Clerk will receive the planning application from the Planning Authority via email and enters the details on the planning spreadsheet.

3. Clerk places a copy of application details onto the Council's website and The Simpson Hall noticeboard and invites comments from the public within a specified time.

4. Clerk notifies all Parish Councillors of application.

5. Two delegated Parish Councillors allocated the planning application may visit the site to acquaint themselves of details. No decision on site, particularly if local residents are a) invited or b) passing by.

6. Plans may be shown to neighbours in vicinity of application site.

7. Two delegated Parish Councillors will forward their comments to Clerk.

8. Clerk forwards comments to the Parish Council for any further comments

9. Clerk forwards final comments to the Planning Authority, making sure that comments are 'material considerations'.

10. Clerk puts précis of comments on the planning spreadsheet.

11. For next meeting of Parish Council, Clerk produces planning spreadsheet with details of all applications, permissions and refusals received from Planning Authority. Applications commented upon by Clerk (in consultation with Planning Group) also listed, with précis of comments.

Adopted by Burghill Parish Council on 26th July 2022