



Protocol for Planning Applications

1. On receipt of a planning application all copies of the relevant documents will be circulated to the Planning Committee for their comment. If required a meeting of the Committee will be arranged for further discussion. When all comments are collated a response will be submitted to the District Council Meeting. A summary of all planning applications will be circulated to each monthly Council meeting.
2. Any application that is felt to be contentious in any way or not in line with what the Parish needs should be referred for the application to be determined by a full District Council Planning Committee which may include a request for a site visit.
3. Any applications that are felt to be contentious or where this cannot be agreed by the Planning Committee should be put before full Council for a decision.
4. If there is an application on which the Parish Council need to be represented full Council should be informed. No Councillor should attend a Planning Committee and speak on behalf of the Parish Council without prior approval.
5. A member of the Parish Council Planning Committee may request to speak on behalf of the Council without prior approval of full Council, but only in cases where the deadline for requests to speak falls before the next full Parish Council meeting. Should full Council then decide not to speak on the application at the District Council Planning Committee, the request to speak will be withdrawn and Parish Councillor may not speak on behalf of the whole Parish Council.
6. A Councillor can attend a Planning Committee to speak on behalf of an application but as an individual Councillor and not represent the whole of the Parish Council.
7. When considering Planning applications Council should consider sustainability (within the remit of the Parish Council's responsibilities).

Signed: 

Dated: 10/3/2021

Minute Reference: 03/21/10:2