

GLAPTHORN PARISH COUNCIL

PLANNING APPLICATION HANDLING PROCEDURE

This policy was adopted by the Council at its Meeting held on 23rd May 2019. The policy will be reviewed every two years – next review May 2021.

All correspondence shall be conducted through the Clerk to the Parish Council who in the first instance will refer all planning applications to the Chairman of the Council (or in the Chairman's absence to the Vice-Chairman). The Clerk will forward the planning application documents to all Parish Councillors for inspection. This will usually be by email or a link to the ENC website but may be by delivery to Councillors' homes.

Thereafter, all planning applications will be considered at a meeting of the full Parish Council. This will be at an Ordinary Parish Council meeting or an Extra-Ordinary meeting* called to discuss planning matters (depending upon the District Council's response date).

**The Parish Council will agree a schedule of Extra-Ordinary Meetings to take place during alternate months to Ordinary Parish Council meetings. If there is no planning application to be considered the Extra-Ordinary meeting may not be called.*

If there is to be an Extra-Ordinary meeting the Clerk will confirm the meeting, in accordance with the agreed schedule, by giving a minimum of three clear days' notice. Such notification will include the display of brief details on the Parish Council noticeboard and the Council website indicating the Planning Application(s) to be considered. Relevant parties, including the applicant and any objectors, will have the opportunity to speak at the meeting.

If it is not considered necessary or practical for an Application to be discussed at a Full Council meeting, the Council will delegate authority to the Clerk to reply to the District Council on its behalf.

Where an application is subject to consideration by the higher authorities' planning committee, the Parish Council may make written representation or elect a member of the Committee to attend the hearing.

The Clerk shall keep a record of every planning application notified to Council.