

## **BUTLERS MARSTON PARISH COUNCIL**

### **RESPONDING TO PLANNING APPLICATIONS POLICY**

The Parish Council has agreed that the best 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. It will be for members of the Parish Council to determine whether a public meeting should be called.

In the event of a request from Stratford District Council for comment upon a planning application which, due to time restrictions cannot wait for the next full meeting of the Parish Council, and a public meeting is not held the following procedure applies.

1. Clerk notifies all Parish Councillors of application.
2. Parish Councillors may visit site to acquaint themselves of details. No discussion on site, particularly if local residents are a) invited or b) passing by.
3. Members of Parish Council forward comments relating to material considerations to Clerk.
4. Clerk puts together a response based on the comments received from the councillors and considering the majority vote. Clerk to send draft response to councillors for approval before submission to the Planning Authority. If no comments are received the Clerk will make a 'no comment' response to the planning authority.
5. For the following meeting of the Parish Council, the Clerk will include details of all planning applications responded to using delegated powers including the response submitted.