

## SWABY GROUP PARISH COUNCIL

### POLICY ON DEALING WITH PLANNING APPLICATIONS BETWEEN MEETINGS

This policy is only relevant to applications where the response by date falls outside the meeting schedule of the Parish Council and the Local Planning Authority (LPA) is unable to grant an extension of consultation period.

1. Members would be notified by email when applications received and will be forwarded relevant plans and information.
2. For minor applications where no member has any planning objections or concerns (eg minor domestic extensions); members will send their observations to the Parish Clerk who will collate and forward to ELDC with the following note:
  - i. *As the response by date falls outside the parish Council meeting dates the following are the observations of parish councillors and are not the official response of the Parish Council.*
3. Note of such applications will be made at the next meeting, together with response sent.
4. Where two or more members wish the application to be discussed at an Extra Ordinary meeting, they shall request the Chairman to call such a meeting. If the Chairman does not call an Extra Ordinary meeting, then those members may call such a meeting in accordance with Standing Order 1 (c ). Such a meeting shall be convened in the proper manner, including proper period of notice of meeting, to be open to the public and to be quorate.
5. No individual Councillor shall make comments on behalf of the Parish Council to the Planning Authority.
6. Should the application be deemed to be major development, or an application which has either been previously refused by the LPA or objected to by the Parish Council, then the Chairman will be asked to call an Extra Ordinary meeting as per item 4 above.