

Pauntley 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 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.

This policy has been agreed at a meeting of Pauntley Parish Council, held on 15th May 2023. To be reviewed every 4 years.

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 the Planning Group) and in line with the following:-

1. Parish Council sets up a Planning Group of 3-5 Parish Councillors.
2. 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.
3. Clerk locates planning application via Forest of Dean District Council's Planning portal and enters details in a planning book.
4. Clerk places top copy of application details on notice-board and invites comments from the public within a specified time.
5. Clerk notifies all Parish Councillors of application.
6. Planning Group may visit site to acquaint itself of details. No discussion on site, particularly if local residents are a) invited or b) nearby.
7. Members of Planning Group may show plans to neighbours in vicinity of application site.
8. Members of Planning Group forward comments to Clerk.
9. Clerk forwards comments to Planning Authority, making sure that comments are 'material considerations'.
10. Clerk puts précis of comments in planning book.
10. For next meeting of Parish Council, Clerk produces;
 - Planning sheet 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: 15th May 2023

To be reviewed every 4 years/election year.