

## SIBFORD GOWER 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.

The process to be used in considering a planning application during a meeting will be as follows:

- Applicant given opportunity to outline their application
- Councillors ask Applicant questions on their application
- Comments invited from Parish residents present
- Committee deliberates on application
- Planning Lead summarises proposed response to Cherwell District Council
- Voting on proposed response by show of hands

In the event of a request from Cherwell 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 Planning Lead prior to onward submission to the Clerk.
4. Clerk forwards material consideration comments to Planning Authority. If no comments are received from members of the Planning Group then 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 on the agenda details of all applications commented upon by the Clerk between meetings (in consultation with Parish Council) including the response made.