

# **LANGDON PARISH COUNCIL**

## **POLICY FOR DEALING WITH PLANNING APPLICATIONS BETWEEN PARISH COUNCIL MEETINGS**

The Parish Council, as Statutory Consultee, receives from Dover District Council notice of planning applications which are relevant to Langdon. The parish council usually has a 21 day period in which to consider an application and submit comments back to the planning authority. Individual members of the public may also submit comments directly to Dover Planning department.

The Parish Council maintains that the best method by which Planning Applications are considered and commented upon is by discussion at a scheduled or extraordinary Parish Council meeting to which members of the public have been invited by public notice. Potentially contentious planning applications will always be dealt with by this process. (See note below).

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 and Chairman in consultation with the Parish Council and in line with the following:-

1. The Clerk receives application from Dover District Council and enters details in planning book.
2. The Clerk publishes the application details on the appropriate notice-board and website and invites comments from the public within a specified time period, also stating that the application is being discussed under delegated powers, not at a scheduled meeting.
3. The Clerk notifies all Parish Councillors of the application via email. Councillors should return their comments of material relevance to the Clerk within 10 days for inclusion in the Parish Council's response before the prescribed consultation period closes (usually 21 days).
4. The Chairman formulates the Parish Council's response with the Clerk before comments are submitted to Dover District Council.
5. The Clerk puts a summary of comments in planning book.
6. At the next meeting of Parish Council, the Clerk reports details of all applications, permissions and refusals received from Dover District Council. Applications determined under delegated powers between meetings will be placed on the next full Parish Council meeting agenda.

**Note:** Planning applications considered "Potentially Contentious" could include developments involving 2 or more dwellings; a change of use to a community facility (closure of school or public house); solar, wind or drilling projects; road development.

Parish councillors are encouraged to inform residents of applications under consideration in their neighbourhood and report back to the Clerk any responses which might suggest the application is best considered at a public meeting rather than by a delegated process between meetings.