

## UPTON GREY PARISH COUNCIL PROTOCOL FOR THE REVIEW OF PLANNING APPLICATIONS

1. B&DBC notifies the Clerk of a Planning Application (PA) by email or post, together with drawings and a justification document.
2. Clerk lists the Planning Application on the Parish Council website. ([www.uptongreyparishcouncil.co.uk](http://www.uptongreyparishcouncil.co.uk))
3. Clerk circulates the online planning reference to councillors by email to allow early online review of documents and facilitate later developments during the processing of the application.
4. Clerk circulates the full main PA documentation to the Councillors by hand for their consideration. The final reviewer returns PA to the Clerk.
5. If the Chair considers the PA to be particularly sensitive, a site visit may be proposed.
5. The Clerk lists the current PAs on the next PC Meeting Agenda. The collective comments of the Councillors are discussed at the Meeting together with any inputs from Villagers. The Clerk, with the approval of the Chairman, sends the PC's response to B&DBC taking into consideration all the conclusions reached by the Council.
6. In cases where the B&DBC deadline for response is earlier than the date of the next PC meeting, an extension may be sought by the Clerk. If that is not possible, the Chair may call an extraordinary PC meeting if the subject merits it.
7. In the event it is not possible to hold a quorate vote the Clerk as Proper Officer may submit a comment on behalf of the Council on the basis outlined in his/her job description.
8. The outcomes of PAs will be summarised by the Clerk in PC Minutes based upon the updates issued on the B&DBC website.

Adopted ..... (date)

Signed ..... (Chair UGPC)