

UPTON PARISH COUNCIL – PLANNING APPLICATIONS PROCEDURES

An email will be received from the Vale Planning Department regarding a new planning application. This will be followed by a hard copy in the post. Circulate the email to the PC and suggest a date for a meeting to discuss the application, bearing in mind the application deadline. The hard copy plans should also be circulated to the councillors as soon as and if possible, noting the application deadline.

The clerk enters the planning details in to the black book and books the meeting room at the village hall once a date for the meeting has been agreed.

The clerk drafts an agenda for the meeting, circulates it to the PC and puts a copy on the noticeboard. If appropriate, a copy should also be sent to Mike Brown for inclusion in Upton web site. Notification must be made at least three working days in advance of the meeting (excluding weekends, bank holidays and the day of the meeting).

The chair (or other nominated councillor) will usually contact immediate neighbours to the planning application site, especially if it is a contentious application. Such neighbours should also have been notified by the Vale. Any member of the public can attend the UPC meeting.

At the meeting, ensure everyone completes the red attendance book. Note any declarations of interest. Prepare minutes & send draft to chair for approval. Send planning response to Vale (electronically or by post).

The Vale will notify the clerk when a decision has been made. This should be added to the agenda of the next UPC meeting. Information should be emailed to UPC for noting.

Plans are then filed in the cabinet in the meeting room at the village hall.