

The Lee Parish Council: Planning Applications Procedure

(A) Notifications of planning applications

On receipt of a notification of a planning application in the Parish, the Clerk will post a message on The Lee Forum, advising any residents who wish to offer comment to the Parish Council to contact the Parish Clerk. The posting will also recommend that residents with comments on the applications should consider responding directly to the planning authority. Regular messages to this effect will also be published in The Lee Newsletter.

(B) Planning application review by the Parish Council

The procedure followed by the Parish Council for reviewing planning applications is as follows:

1. On receipt of a notification of a planning application in the Parish, the Clerk will circulate the details to all Cllrs, propose a lead Cllr and communicate the date by which a final response is needed. *[The Clerk will follow a broadly sequential order in allocating applications but will also consider previous applications from that address and situations where Cllrs may be conflicted by their proximity or other relationship with the applicant.]*
2. Cllrs will decline to lead where they have a close friendship with the applicant, where they are an immediate neighbour or are otherwise conflicted, in which case the Clerk will re-allocate.
3. The lead Cllr will appraise the application and circulate their initial thoughts to all other Cllrs (excluding the Clerk and any conflicted Cllr). All Cllrs are asked to review the application and then also circulate their comments. Cllrs who are conflicted will refrain from comment.
4. The Clerk and other Cllrs will forward any relevant comments received from residents on the application to the Lead Cllr, who will also respond to any resident requests for contact. Any comments made to the Parish Council will not be attributed in the council's response to the planning authority.
5. Lead Cllrs and the Clerk will not normally contact the applicant. In exceptional circumstances, this may be agreed in consultation with the Chairman.
6. Having heard the views of other Cllrs and residents, the lead Cllr will form a preliminary view as to what the Council's response should be, separating out the relevant planning issues for or against from other comments. The lead Cllr will circulate this view to all Cllrs and seek agreement on the response, referring any queries, if necessary, to the Chairman. The absence of a comment from Cllrs at this stage will be taken as agreement with the proposed response.
7. The lead Cllr will then confirm the final response to the Clerk (cc Chairman), who will notify the Planning Office of the agreed response by the appointed date – copying local Buckinghamshire County Cllrs on the Planning Committee.

(C) Publishing Planning Authority decisions

The outcomes of all local planning applications will be listed in the Parish Council minutes.