

# Avon Dassett Parish Council

## Planning Standing Orders

### Update Schedule

Approved by Avon Dassett Parish Council	3 October 2014
Approved by Avon Dassett Parish Council	13 May 2015
Approved by Avon Dassett Parish Council	9 May 2016
Approved by Avon Dassett Parish Council	22 May 2017

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### **1) General**

- a) These Planning Regulations govern the Planning Consultation Process conduct by the Council and may only be amended or varied by resolution of the Council.
- b) These Standing Orders provide specific information regarding the implementation of the WALC Good Practice Note – Guidance On Procedures For Responding To Planning Applications, a copy of which can be found at:

<http://www.avondassettparishcouncil.com/external-reference-documents/warwickshire-association-of-local-councils/walc-publications/>

### **2) Delegation Of Function Of Responding To A Planning Application**

- a) Sections 4 and 5 of the Good Practice Note – Guidance On Procedures For Responding To Planning Applications permits the delegation of the function of responding to a planning application to either a sub committee or to an officer of the council. It is inappropriate for a specific sub committee to be formed for Avon Dassett Parish Council and therefore if a meeting cannot be convened to consider a specific planning application the clerk will circulate the details and ask for comments by email. The clerk will then formulate a response.
- b) Where there are conflicting comments expressed by Councillors the clerk will in the first instance refer the matter to the Councillor responsible for planning or if this person is not available the matter will be referred to the Chair after which the Clerk will formulate a response which will be agreed by 3 councillors prior to submission.
- c) Where responses are gathered by this method rather than by formal meeting the clerk will prepare a brief report with a copy of the relevant emails and present this at the next full meeting of the Council.
- d) As provided in Section 5 - if an objection is received from a member of the public or a councillor, in that case a meeting of the council or planning committee should be called to discuss the response and if necessary, an extension of the time for a response allowed by the planning authority should be sought.

### **3) Revision Of Planning Regulations**

It shall be the duty of the Council to review the Planning Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

### **4) Retention Of Planning Records**

- a) All Planning Applications for Avon Dassett are submitted to Stratford on Avon District Council who are responsible for processing all applications and also making final decisions regarding approval etc.
- b) Applications are passed to Avon Dassett Council for comment as a part of the planning process. Any representations are made and added to the Stratford on Avon District Council ePlanning system with a master copy (signed on behalf of Avon Dassett Parish Council) being retained as a part of the Parish Council records.

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- c) Avon Dassett Parish Council will not retain any documents relating to Planning Applications other than the signed representations mentioned in (b) above. They will however ensure that sufficient records are maintained for all planning applications relating to Avon Dassett.

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**Appendix 1 – Further Reference Documents**

The Warwickshire and West Midlands Association of Local Councils (WALC) Good Practice Note – Guidance On Procedures For Responding To Planning Applications

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