

Hurworth Parish Council; Procedure 22 - Planning Matters

Procedure

1. New applications are received from DBC on a continuous basis.
2. Each application should be entered into the Planning Application register
3. At least one member of the council shall be appointed at the Annual Meeting each year, to monitor all applications
4. The Planning representative shall review all applications, and append their comments.
5. The new applications will be e-mailed to councillors each month, prior to the PC Meeting.
6. The Planning representative will bring to the attention of the councillors all applications, which in their view, require review and comment
7. The Clerk will be instructed to notify DBC Planning department of any comments which the council wish to register; within the stipulated timeframe.
8. The Planning Representative shall attend and represent HPC, at DBC Planning application hearings, when appropriate.
9. All Decision Notices will be perused by the Planning Representative, and information distributed if warranted.
10. The Planning register shall be kept upto date, on a monthly basis.
11. Planning Applications will be available for scrutiny in the Parish Office, with councillors being expected to scrutinise any queries in the office resulting from 5) above. This is intended to reduce discussion time during PC meetings.
12. Old applications will be archived in the Parish Office for two years (Details are held at DBC for a longer period)

Example of the format of the Planning register:-

Planning Register

<u>Ref No</u>	<u>Date Received by HPC</u>	<u>From</u>	<u>PROPERTY</u>	<u>HPC review date</u>	<u>Response date to DBC</u>	<u>Comments</u>	<u>N</u>
1	16/08/2013	DBC	14 Smith Street, DL2 2BN	24/8/13	4/9/13	None	
2	06/09/2013		28 The Waystreet, DL2 2BK	21/9/13	4/9/13	None	
3	29/01/2014		121 The green, DL2 2AZ	3/2/14	6/2/14	Send letter	P
4							
5							

Numbering should follow register sequence, restarting each Council Year
viz:- 14/01, 14/02

13. The public will be allowed to discuss a specific application within the restrictions set out under Public Participation. All questions must be addressed and answered through the Chair.