

**STANFORD PARISH COUNCIL  
POLICY FOR DEALING WITH PLANNING APPLICATIONS**

Stanford Parish Council will consider applications it receives from Shepway District Council openly and without prejudice making individual and collective decisions based on their judgement of:

- the facts available,
- the context of the Local Development Plan,
- relevant planning law, and
- the best interests of the Parish so far as they can be judged.

The District Council is obliged to consult the Parish Council concerning planning applications which affect its area and is also obliged to have regard to comments made by the Parish Council (Local Government Act [LGA]1972, Schedule 16, #20) and to inform them of the outcome of such proposals. Note that the District Council is not obliged to endorse the decision of the Parish Council

Decision making must be in public. Decisions are made by a majority of members present and voting at a meeting of the Parish Council ( LGA 1972, sch 12, #39. Therefore, meetings of the Council must be held for consideration of planning applications.

The procedure for dealing with applications was agreed at the Parish Council meeting of 22 February 2006.

**Procedure**

The Clerk will receive details of planning applications from Shepway District Council as they arise, and will circulate the papers among all councillors so that they have advance notice and can prepare for discussion at the meeting, including any investigation of local opinion . Two alternatives then ensue, depending on the time available for response.

**Alternative 1**

If the District Council's timing allows, the applications will be discussed and voted on as an item on the Agenda of the next planned meeting. The agenda item for planning may also include reports on the outcomes of previous applications and discussion of broader issues.

**Alternative 2**

If the response is required before the date of the next meeting, and negotiation with the District Planning Department still cannot permit a delay, a meeting of the Parish Council will be called. The arrangements will be as for any other meeting of the Council, with the summons, public notice of meeting, and agenda prepared and published by the clerk at least three full days before the meeting. These papers will be delivered to councillors and posted on the Council's notice boards in the usual way with a welcome to all. The Agenda for such meetings will be:

1. Apologies for absence
2. Declarations of interest
3. Minutes of the last meeting
4. Matters arising
5. Planning
  - 5.1 To discuss the following applications and to vote on the Council's response  
Y06..... etc
  - 5.2 To report on previous applications
  - 5.3 To consider other planning issues
6. Any other business

The clerk will report the Council's voting and comments on the application(s) to the Planning Department of the District Council as soon as possible after the meeting of the Parish Council.

Confirmed 16 May 2007