

## **Great Notley Parish Council Planning Policy**

1. Details of all planning applications shall be circulated to all Councillors prior to the next full Parish Council Meeting at which they will be considered.
2. Councillors should always act impartially bearing in mind their responsibility to serve the interests of the electorate.
3. Councillors are guided by Code of Conduct adopted on 15<sup>th</sup> July 2024 which requires councillors to declare any ‘disclosable pecuniary interests’ they may have in any agenda items, including planning applications.

### **SITE VISITS BY COUNCILLORS**

4. There is an entitlement to consult with neighbours of the applicant as a matter of courtesy. During site visits Councillors should:
  - a. as far as is possible, not visit sites alone;
  - b. ensure that applicants, agents or objectors do not impose themselves; and
  - c. refrain from making comments on the merits or otherwise of the application to any interested party who may be present.
5. All planning applications must be brought before the next full Council Meeting where they will be included on the agenda and a decision made whether to approve, object, or make comments, having regard to the policies contained within the Development Plan.
6. Under certain circumstances power can be delegated to the Clerk, as Proper Officer of the Council, to make a decision on planning applications, in consultation with Councillors. Delegation of power to the Clerk must be agreed at a full Council Meeting.

### **COMPLAINTS AND RECORD KEEPING**

7. Any complaints received will be recorded and dealt with in the normal way. A record of all planning applications considered by the Council is kept on file.

***THE PLANNING PROCESS SHOULD BE AS OPEN AND TRANSPARENT AS POSSIBLE.***