

# Topcroft Parish Council

## PLANNING PROCEDURE POLICY

1. The Clerk will circulate Topcroft's planning applications to Councillors via email.
2. Councillors to respond to the planning email from the Clerk by either;
  - I support the application.Or
  - I object to the application.

If one councillor objects, a meeting will be called to discuss the application and comments agreed to be returned to the relevant Planning Authority.
3. If between Parish Council meetings the Clerk will request an extension to the response date, so the application can be considered at the next meeting. If the date cannot be extended the Clerk will arrange a Planning meeting with an agenda.
4. The Clerk will minute Councillor comments and submit to the planning authority.
5. The Planning Meeting minutes will be published on the website.