**Process of Planning Applications**

Notifications as an email come in from EDDC to the clerk and myself, Cllr Long.

From the date of the email being received, we are given a set period of time to submit our comments onto EDDC portal:

14 days for AGR applications

23 days for FUL applications

Having received the notification and viewed it online, I will have contacted the chairman to agree a date for a site visit.

We carry out site visits for a high proportion of our applications.

Having got a site visit date I will forward the application link to all Cllrs along with date, time and location of site visit. Also, with the note that if the individual Cllrs are unable to attend, I will invite them to make their “material considerations” back to myself prior to the meeting, in time for me to be able to discuss any issues with the attending parish Cllrs.

Due to GDPR, we are not always able to contact every applicant, but I would ask if any other Cllrs personally know the applicant, for their contact number and also whether that would trigger a Declaration of Interest.

At the site meeting, with normally 3 to 4 Cllrs sometimes more, depending on response we meet the applicant and hear their support. We then move away and discuss, having told the applicant when they will be able to see our submitted comments on the portal.

Voting if necessary – opposite views, to support / object and take into account any other matters.

I will then clarify with the attending that I have understood their views.

In the more complex cases, after the meeting I will draft comments and circulate to those who attended / influenced the decision.

When everyone is happy, I will circulate again to all the Cllrs including Cllr Levine and the clerk and then it is submitted onto the portal.

Further to this, the clerk puts it on the Agenda for the next meeting along with our submitted comments for all to see.

At that meeting I will ask the other fellow Cllrs if there are any matters arising from the planning aspect and ensure any Declarations of Interest are signed.

I encourage only site visit as a parish council – no individual parish Cllrs site viewing.