

**EAST MEON PARISH COUNCIL RULES OF GUIDANCE FOR DEALING WITH  
CONTENTIOUS PLANNING APPLICATIONS**

PLANNING APPLICATION RECEIVED BY PARISH CLERK AND CHAIR OF PLANNING COMMITTEE BY  
EMAIL FROM EHDC OR SDNPA



CHAIR OF PLANNING COMMITTEE (or another committee member in his/her absence) ADVISES THE  
PLANNING COMMITTEE OF THE APPLICATION BY EMAIL. THE PARISH CLERK NOTES THE  
SUBMISSION DEADLINE AND RECORDS IT.



CHAIR OF PLANNING COMMITTEE (or another committee member in his/her absence) SCHEDULES A  
SITE VISIT AND INVITES THE OTHER TWO COUNCILLORS ON THE PLANNING COMMITTEE TO ATTEND.  
(The Chair of the Parish Council as Ex Officio may attend in the absence of any of the Planning  
Committee members)



MEMBERS OF THE PLANNING COMMITTEE (and Ex Officio Member if applicable) ATTEND SITE  
MEETING.

Councillors discuss the application taking into account the guidance as provided by East Hampshire  
District Council in August 2017 (Annexe 1,2 and 3) Note : for committee members to make a  
judgement on applications they need to discuss the application as they see fit amongst themselves  
The date, attendees and decision that the application is contentious will be recorded and reported  
to the Parish Clerk for filing.



CHAIR OF THE PLANNING COMMITTEE CONSIDERS AN APPROPRIATE RESPONSE AND CIRCULATES  
THAT RESPONSE TO THE PLANNING COMMITTEE MEMBERS FOR THEIR COMMENTS. A FULL  
PLANNING MEETING WILL THEN BE CALLED AND MEMBERS OF THE PARISH COUNCIL INVITED TO  
ATTEND. THEY WILL BE FREE TO COMMENT BUT NOT ABLE TO VOTE ON THE APPLICATION. THE  
MEETING WILL BE HELD UNDER THE TERMS OF THE STANDING ORDERS.



CHAIR OF THE PLANNING COMMITTEE WILL THEN INFORM THE PARISH CLERK OF THE OUTCOME  
WITH APPROVED COMMENTS WHO DULY SUBMITS THE RESPONSE ON BEHALF OF THE PARISH  
COUNCIL THIS WILL FORM PART OF THE PUBLIC RECORD.