

**EAST MEON PARISH COUNCIL RULES OF GUIDANCE FOR DEALING WITH NON 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 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 non-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.



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CHAIR OF THE PLANNING COMMITTEE, HAVING HAD THE RESPONSE APPROVED BY HIS / HER  
FELLOW COMMITTEE MEMBERS THEN INFORMS THE PARISH CLERK WHO DULY SUBMITS THE  
RESPONSE ON BEHALF OF THE PARISH COUNCIL WHICH WILL FORM PART OF THE PUBLIC RECORD.