

**PRISTON PARISH COUNCIL**  
**Procedure for Considering Planning Applications**

The Parish Council will nominate, at the first Parish Council meeting after the Annual Meeting, three councillors (the Planning Team) to deal with the initial aspects of each planning application. The aim will be to change one member of the Planning Team each year, thus providing both continuity and breadth of experience in the Council.

Procedure on receipt of a planning application:

1. When the Clerk informs Councillors of a Priston item on BANES' Weekly List, all Councillors should look online to familiarize themselves with the application.
2. The Planning Team should examine the hard copy, together if possible, as soon as the Clerk informs them she has received it, and consider the application in view of the Planning Application Checklist.
3. For simple cases the Planning Team should visit the site and discuss how to complete the Checklist.
4. For a more complex case the Planning Team will:
  - a. take the hard copy of the application for more detailed analysis.
  - b. visit the site.
  - c. nominate one member of their team to talk to the applicant (when possible) and the neighbours, and then inform the other two of the discussions.
5. The Planning Team will then compile an E-Mail highlighting important aspects of the application to be sent to all Councillors.
6. The Parish Clerk will add this case to the agenda for the next Council meeting. If there is a problem with dates, the Clerk should write to the Planning Officer requesting extra time or arrange a special meeting of the Council.
7. At the Parish Council meeting the application will be discussed, a decision recorded and the letter to Planning drafted and agreed by all the councillors.