EASTHOPE SHIPTON AND STANTON LONG PARISH COUNCIL

**Planning Policy for dealing with planning applications between meetings.**

The policy is:-

1. Clerk received the application via email, prints it out and includes a covering standard letter for all councillors to sign.
2. The planning application link is then emailed to all councillors with the covering letter.
3. Councillors to look at the plans and respond via email using reply all.
4. Clerk will circulate the plans in paper form also.
5. If a Councillor feels the application should be determined at a meeting a site visit is arranged and then a formal meeting is called.
6. Clerk should receive the application back either via the top copy scanned back or the actual papers.
7. Clerk has the power then to determine from the comments made what the response will be.