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| **Monk Fryston Planning Group** | Rev: 1.0 |
| **Prepared and Issued by: Susan Woodhall** | **Issued:** |
| **Approved at Council Meeting Dated: 17th/08/21**  **Minute reference m** |

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# Responsibilities

The group will follow the rules and regulations of the Parish Council this includes standing orders and financial regulations and code of conduct.

The group will be responsible for inspecting planning applications relevant to Monk Fryston Parish

No member of the group will, in the name of the Council submit a report or recommendation to any third party without prior approval by Council

Members of the group will not inspect any land or buildings or issue any orders or directives in the name of the Council.

Submission/action on all planning recommendations remain with the responsibility of the Clerk after approval by main Council.

The activity of the group does not affect the responsibilities of the Clerk as laid down in SO 64 but will aid and compliment the carrying out of such duties.

All council members retain responsibility to inspect and submit relevant observations on all planning applications placed for consideration on meeting agendas.

Recommendations of the group will be submitted at the monthly (or nearest) meeting of the Council for Council review.

# Meetings

The group will consist of 2 members of the Parish Council.

Two members of the group will communicate with each other as and when needed outside council meetings

The Group shall meet as and when necessary either face to face or via Teams

**3.0 Planning application assessment**

# The group will inspect all applications received by the Clerk forwarded to the team members and all Council members, as soon as they are received by him

Planning applications will be assessed by the group, when possible, prior to the next Council meeting with every effort to meet deadlines set out by the Local Authority.

The group will scan all applications to see if National and Local Strategic Planning Policies are adhered to including any benefits to the Parish and any negative visual and ecological impact on the local community.

The group will monitor any activity contrary to local planning law within the Parish

The group will review any relevant planning application processes on the SDC Planning Portal and report to the general Council meetings with recommendations.

The group will review any applications submitted under any special meetings called by the Clerk.

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