

Avon Dassett Parish Council

Planning Standing Orders

Update Schedule

Adopted by Avon Dassett Parish Council	5 May 2021
Adopted by Avon Dassett Parish Council	26 July 2021
Adopted by Avon Dassett Parish Council	9 May 2022
Adopted by Avon Dassett Parish Council	1 September 2025

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1) General

- a) These Planning Regulations govern the Planning Consultation Process conduct by the Council and may only be amended or varied by resolution of the Council.
- b) These Standing Orders provide specific information regarding the implementation of the Good Practice Note – Guidance on Procedures for Responding to Planning Applications which is attached in Appendix 1.

2) Delegation Of Function Of Responding To A Planning Application

Sections 4 and 5 of the Good Practice Note – Guidance on Procedures for Responding to Planning Applications permits the delegation of the function of responding to a planning application to either a subcommittee or to an officer of the council. It is inappropriate for a specific subcommittee to be formed for Avon Dassett Parish Council. Therefore, where the council is not able to meet, the Clerk (in consultation with a minimum of 3 councillors), will make the decision.

Note: Any individual comments of each councillor form part of the council's response to the planning application as they form the basis of the Clerk's written submission of the council's representations to the planning authority on any planning application and are recorded information and therefore subject to FOI.

A report of the planning applications responded to by the Clerk, on behalf of the Parish Council, will be presented to the next Parish Council meeting.

3) Revision Of Planning Regulations

It shall be the duty of the Council to review the Planning Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.

4) Retention Of Planning Records

- a) All Planning Applications for Avon Dassett are submitted to Stratford on Avon District Council who are responsible for processing all applications and also making final decisions regarding approval etc.
- b) Applications are passed to Avon Dassett Council for comment as a part of the planning process. Any representations are made and added to the Stratford on Avon District Council e-Planning system with a master copy (signed on behalf of Avon Dassett Parish Council) being retained as a part of the Parish Council records.
- c) Avon Dassett Parish Council will not retain any documents relating to Planning Applications other than the signed representations mentioned in (b) above. They will however ensure that sufficient records are maintained for all planning applications relating to Avon Dassett.