

## Tiverton & Tilstone Fearnall Parish Council Planning Committee Review Process

This document describes the process by which the Tiverton & Tilstone Fearnall Parish Council (T&TF PC) undertakes a review of planning applications in the area. This review is undertaken by the T&TF PC Planning Committee, which is comprised of the Chairman and a number of parish councillors. The exact composition of the Planning Committee can be found on the PC website under Parish Council/ Parish Councillors & Officers.

1. When a new planning application for a property that sits within the boundaries of the parish is submitted to Cheshire West & Chester (CW&C), the Parish Clerk is sent an email which contains a document called the "Notification of Application under the Planning Acts" which contains a summary of the planning application as well as a link to the CW&C Planning Portal.
2. At the earliest opportunity this email is forwarded by the Parish Clerk to all members of the Planning Committee.
3. The Planning Committee members will independently review the application and email back to all of the Planning Committee their thoughts about the application and whether they have any specific issues or concerns. Of particular importance is whether the proposed development is compliant with the Neighbourhood Plan (and the Cheshire West Local Plan). It is expected that this will happen within a 7-day period from the date that the Parish Clerk has forwarded the application details.
4. If necessary, members of the Planning Committee will visit the property in question.
5. If there is a unanimous view that there is no reason to object to the application, if there are no complex Neighbourhood Plan issues to discuss, and there have been no adverse comments from any residents then no further action will be taken.
6. If however a member of the Planning Committee or a resident has raised a concern then a Planning Committee meeting will be called to discuss this further. This should happen as soon as possible and certainly in time such that representations can be made to CW&C Planning Department before the date specified on the "Notification of Application under the Planning Acts" document by which all comments should be made.
7. If no residents are involved then the meeting will be held at a location convenient for the Planning Committee members.
8. If residents are involved the meeting will normally be held in Tiverton Village Hall.
9. At the end of the meeting a position will be agreed by the Planning Committee and this will be communicated to CW&C Planning Department.
10. Further meetings would then be scheduled as appropriate.
11. At the bi-monthly Parish Council meeting, a list of all planning applications is provided along with a report from the Planning Committee detailing the discussions and outcomes of the various planning applications over the last 2-month period.