



WIRKSWORTH TOWN COUNCIL

TOWN HALL, WIRKSWORTH, DERBYSHIRE DE4 4EU

Email: townclerk@wirksworth.gov.uk

Website: www.wirksworthtowncouncil.gov.uk

Clerk to the Town Council & Responsible Financial Officer:
Paul Jennings BEng (Hons), Cert ICM
Office hours: 8:30am-12:30pm Mon-Thurs

Revised Procedure – Planning Applications February 2016

On Monday each week

- An email will be sent by the Clerk to all members of the Environment and Town Committee detailing all planning applications received in the past 7 days

Within 7 days:

Any member of the committee may :-

- Send their comments on a planning application back via email, copying in all other committee members
- Request that the planning application be added to the agenda for discussion at the next Environment and Town Committee meeting – this will be subject to the clerk obtaining an extension of deadline with DDDC

Within 2 weeks:

- Where comments have been received from committee members:
 - the application will be added to the next Environment and Town Committee agenda (provided that an extension of deadline can be obtained)
 - where an extension cannot be obtained, the response(s) will be collated, recirculated for further comments and then submitted to DDDC as the response from Wirksworth Town Council.

After 2 weeks:

- Any plan where no comment has been received back from Councillors – the Clerk will not submit a response to DDDC Planning Department from Wirksworth Town Council.

A handwritten signature in black ink, appearing to read 'Paul Jennings', written over a horizontal line.

Paul Jennings

Clerk to the Town Council & Responsible Financial Officer

Adopted 19/1/16

Minute No ET 111/15 & C143/15