



Leek Wootton & Guy's Cliffe Parish Council

Minutes of the Meeting of the Parish Council held on Wednesday, 4 March 2026 at Leek Wootton Village Hall

Present: Councillors Coates (Chairman), Eldridge, Kiernan, Morgan, C/Cllr Edwards and the Clerk

1.	Apologies for absence	Cllr Harrold [Approved reason: work commitments], Cllr Kirkwood [Approved Reason: Holiday], D/Cllrs Payne and Redford																																
2.	Declarations of Interest	None																																
3.	Public Participation	None present Before the meeting began, the Chair asked Councillors for their views in response to correspondence about the local council reorganisation questionnaire. See item 12.1																																
4.	Minutes																																	
4.1.		The minutes of the parish council meeting held on Wednesday, 4 February 2026 were approved (1: Cllr Morgan / 2: Cllr Eldridge) and signed.																																
4.2.		Review of actions from previous meeting & matters arising not on this agenda. Action list from previous meeting:																																
<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr> <th style="width: 35%;">Item No/Description</th> <th style="width: 40%;">Action</th> <th style="width: 25%;">Status</th> </tr> </thead> <tbody> <tr> <td rowspan="2">6.1 The Playground</td> <td>• Chair to order Playbark</td> <td>COMPLETE</td> </tr> <tr> <td>• Cllr Kiernan offered to take advice on alternative supplier</td> <td>COMPLETE</td> </tr> <tr> <td>6.2 Community Café</td> <td>• Cllr Kirkwood to continue negotiations with the PCC</td> <td>In progress</td> </tr> <tr> <td rowspan="2">6.3.1 Community Resilience & Emergency</td> <td>• Clerk to publish approved documents on the PC website</td> <td>COMPLETE</td> </tr> <tr> <td>• D/Cllr Redford and C/Cllr Edwards to investigate CSW Resilience and support</td> <td>Carry forward</td> </tr> <tr> <td rowspan="3">6.3.2 Defibrillator(s)</td> <td>• D/Cllr Redford to investigate funding sources</td> <td>Carry forward</td> </tr> <tr> <td>• Cllr Morgan to confirm value of discount prior to purchase</td> <td>See item 7.2</td> </tr> <tr> <td>• Clerk to complete BHF application</td> <td>COMPLETE</td> </tr> <tr> <td>6.12 Community Maintenance – Grounds Maintenance Contract</td> <td>• Clerk to confirm extension of contract</td> <td>COMPLETE</td> </tr> <tr> <td>10.1 Storage</td> <td>• Clerk to organise filing and free space for Community Resilience & Emergency Group to have local storage</td> <td>In progress</td> </tr> <tr> <td>10.2 Training</td> <td>• Clerk to inquire about coupon code for Cllr Morgan</td> <td>COMPLETE</td> </tr> </tbody> </table>			Item No/Description	Action	Status	6.1 The Playground	• Chair to order Playbark	COMPLETE	• Cllr Kiernan offered to take advice on alternative supplier	COMPLETE	6.2 Community Café	• Cllr Kirkwood to continue negotiations with the PCC	In progress	6.3.1 Community Resilience & Emergency	• Clerk to publish approved documents on the PC website	COMPLETE	• D/Cllr Redford and C/Cllr Edwards to investigate CSW Resilience and support	Carry forward	6.3.2 Defibrillator(s)	• D/Cllr Redford to investigate funding sources	Carry forward	• Cllr Morgan to confirm value of discount prior to purchase	See item 7.2	• Clerk to complete BHF application	COMPLETE	6.12 Community Maintenance – Grounds Maintenance Contract	• Clerk to confirm extension of contract	COMPLETE	10.1 Storage	• Clerk to organise filing and free space for Community Resilience & Emergency Group to have local storage	In progress	10.2 Training	• Clerk to inquire about coupon code for Cllr Morgan	COMPLETE
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Initial: _____

	12 Councillors' Reports and items for future agenda	<ul style="list-style-type: none"> Warwick Half Marathon, 01/02/2026: Clerk to draft a letter to RunThrough Events re safety measures & marshalling 	COMPLETE No reply to-date
5.	<p>Caddick Development</p> <p>Councillors met with Caddick on 14/02/2026 and were presented with an update on planning progress for the scheme. The PC was expecting to have heard that the application had been submitted by now.</p> <p>Cllr Redford has been informed that Caddick has now had a preliminary meeting with WDC Planners.</p> <p>The planning application is expected to include wildlife area, football fields, two attenuation ponds, up to 70 parking spaces and a community facility building at south end of the site.</p> <p>The PC feels that the presentation was a 'sales pitch'. However, it will require consideration towards how the PC would be prepared to be involved with the community space.</p> <p>A discussion followed about various objections and/or conditions that would be required.</p>		
6.	<p>Construction at Woodcote (Police HQ)</p> <p>D/Cllr Redford forwarded a response to her question about DS22 (See appendix 1)</p> <p>The Chair noted the response to the Clerk's letter from the CEO of Warwick District Council (See appendix 2)</p> <p>Two trees were felled at the entrance to the new car park.</p> <p>No further information on the CALA development.</p>		
7.	<p>Progress Reports for information</p> <p><u>Parish Council 'Working Parties'</u></p> <p>7.1. The Playground</p> <p>23/03/2026 Bark-spreading, followed by litter-picking in the afternoon.</p> <p>The Finance Committee has considered how the HAGS invoice will be funded and it has been decided to reallocate some of the unspent Legal and Professional Services budget from 2025/26 towards this.</p> <p><u>Litter-Picking</u></p> <p>Cllr Kiernan has corresponded with a resident about littering on Warwick Road and Woodcote Lane. Clerk has also responded to the same resident and another about Coventry Road and the layby. The 'Great British Spring Clean' litter-picking event on 23/03/2026 has been arranged in response.</p> <p>A discussion followed about responsibility for litter clearance on the A46 southbound access slip at the Gaveston junction.</p> <p>ACTION: Clerk to contact Contract Services</p> <p>ACTION: Clerk to write to Rio Grande re bales in access way</p> <p>7.2. Community Resilience & Emergency</p> <p>School can arrange for electricity supply to the gate at a cost of £550 quoted.</p> <p>It was resolved that the PC would provide this figure from the Community Grant Fund, as and when required.</p> <p>The Clerk completed an application form on the BHF website for a free defibrillator. <i>[UPDATE 13/03/2026: Application NOT successful]</i></p> <p>The Clerk based the application on it being placed on the wall in the lane at Hill Wootton and made contact with the owner of the wall to confirm details. Suggested location is at the north end of the property wall and the landowner offered to provide electricity supply. The Chair expressed his thanks to the resident.</p>		

Initial: _____

Cllr Morgan noted that the WI will discuss supporting the defib campaign at its March meeting.

Cllr Morgan close to completing the updated Emergency Plan.

7.3. Community Speed Watch

Nothing to report.

7.4. LW&GC Environment Group

The Chair met with Environment Group. Two home owners have withdrawn offer to local swift boxes on their properties. Church is still looking at installing one behind the louvres. A discussion followed.

External Bodies

These are community organisations within the parish and that the Parish Council may have representation on. Councillor Representatives are invited to give brief updates or submit a written report for information.

7.5. Leek Wootton War Memorial Recreation Ground Trust & Consultative Committee

Cllr Kirkwood circulated minutes of the Consultative Committee to all.

Priority item raised is to carry out a tree survey.

A discussion followed about whether this item should be discussed at the Trustee Meeting that will follow this meeting. It was agreed to carry this over to that meeting.

Other issues include car park markers and replacement tree whips.

7.6. All Saints' Academy, Leek Wootton & Leek Wootton School Trust

Cllr Morgan attended the PTFA AGM. Of all parents only 30 are members of PTFA, 13 on the WhatsApp group, 7 Committee members and struggling to get committee members. The Chair is stepping down and role is to be shared by 2 members.

The PTFA has a shed at the school and would like to add shelving. Possibly apply to the Community Grant Fund for support.

Keen to keep the fête at the school because parents of new students can tour the school. Saturday -v- Friday evening not yet decided. PA system can be funded by the PC – will wait to be asked. Cllrs Morgan and Kiernan discussing organising a bottle tombola and other stalls.

Anniversary book – History Group collecting responses and parties will have a meeting next week.

7.7. Leek Wootton Village Hall

Cllr Kirkwood submitted the following report:

The Village Hall continues to have a good forward-booking list and financial reserves on all 3 accounts totalling approx. £30k.

They are aware of the need to regularise the Trust rentals and will discuss with us in April.

They are pushing for an extension to the car park. I've reminded them that the PC & the Trust don't have any spare cash at the moment but they would be prepared to help with fundraising if required.

Cllr Morgan noted that damp/roof issues have been resolved.

7.8. Leek Wootton Sports Club

Football Club's Awards day will be 21/06/2026.

Cllr Kiernan relayed messages from WhatsApp Group about lack of a groundsman, landscaping concerns and asking for further input from the PC/Trustees. Cricket square has been mowed as an emergency. A resident has also raised concerns about abandoned equipment around the maintenance shed.

A discussion followed and the Chair agreed to join a meeting with the Sports Club stakeholders to discuss concerns and explain the Parish Council/Trust's role.

Initial: _____

Cllr Eldridge referred to dog-fouling concerns and has researched the PC writing a Bylaw that can be posted, but found The Fouling of Land by Dogs (Warwick District Council) Order 2011 already exists. Fouling can be reported to the District Dog Warden. (https://www.warwickdc.gov.uk/info/20113/animal_safety_and_welfare/128/dog_warden/2)

7.9. Any other organisations

Nothing to report.

7.10. Community Engagement

- 7.10.1. • ~~09/03/2026~~ [POSTPONED]: Annual Parish Assembly (to be held 1 Mar-1 Jun)
No further information – waiting for Caddick planning information.

- 7.10.2. • DATE TBA: Parish Summer Fête – See item 7.6 above

7.11. Community Maintenance:

- WCC Highways
Some potholes have been filled.
- Unadopted/Abandoned Land Policy ('Orphaned' Plots)
Ivy opposite layby – C/Cllr Edwards has consulted with Highways and they believe responsibility lies with the adjacent landowner, but the PC pointed out that the strip of wall does not belong to the homeowners on the other side. It is possible that letters may have already gone to the adjacent homeowners. Cllr Morgan volunteered to speak to the homeowners to let them know and find out if they have more information.

ACTION: Clerk to send HM Land Registry information to C/Cllr Edwards

ACTION: Cllr Morgan to speak to resident homeowners

- Grounds Maintenance Contract
Clerk has a signed letter of agreement for the 2-year extension (2026-2028)
- Other - None

8. **County and District Councillors' reports**

8.1. Warwickshire County Council

Leek Wootton Lunches project – waiting for request for assistance

Highways condition – roads deteriorating and crews are carrying out temporary repairs. A new Highways contract is due - future temporary repairs will be required to last for 12 months. Permanent repairs will be carried out at a later stage.

Scrap metal disposal can be taken to the tip.

WCC Budget has been set 4.4% rise in Council tax.

8.2. Warwick District Council

None present

9. **Planning**

9.1. To note planning decisions made:

- **WITHDRAWN BY APPLICANT** W/22/0465 – Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QA - Erection of 83 dwellings (including affordable housing), access, internal roads and footpaths, car parking, public open space, landscaping, drainage and other associated works and infrastructure – **OBJECTION on the grounds of car parking and landscaping (Sent: 30/05/2022)**
- **GRANTED** - W/25/1500 - Pen Y Bryn, Warwick Road, Leek Wootton, Warwick, CV35 7QR - Erection of single storey rear extension, new car port and refurbishment of existing barn – **No objection (Sent: 19/11/2025)**

9.2. A report on the progress of current planning applications:

Initial: _____

- W/24/1006 - Land at Warwickshire Police Headquarters, Woodcote Lane, Leek Wootton, Warwick, CV35 7QB - Application for approval of reserved matters (appearance, landscaping, layout and scale) in pursuance of outline planning permission W/22/1877 for residential development of 70 dwellings including internal access roads and footpaths, drainage works and landscaping – **OBJECTION on the technical grounds of parking spaces and landscaping (Sent: 18 & 19/08/2024)**
- W/25/0197 - Chapel of St Mary Magdalene, Coventry Road, Guy's Cliffe, Warwick, CV34 5YD - Change of use of land, on a temporary basis, for the siting of an open sided tent to host wedding receptions and other events for a period of five months between May and September (inclusive) each year – **No objection (Sent: 21/04/2025)**
- W/25/1242 - The Hotel, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT - Installation of 3no. padel courts, with associated enclosure, canopy, floodlighting and associated landscaping and SuDs.– **No objection (Sent: 02/10/2025) – Approved at Committee (10/02/2026), but notification not received to-date**
- W/25/1779 – 10 The Elms, Leek Wootton, Warwick, CV35 7RR - New detached double garage. Relocation of building entrance together with new doors and projecting canopy. Conversion of the existing garage together with new brick plinth and window detail forming infill of existing garage and entrance door openings. – **No objection (Sent: 24/02/2026)**
- W/26/0101 – Health Centre, The Warwickshire Golf and Country Club, Warwick Road, Leek Wootton, Warwick, CV35 7QT – Variation of Condition 2 [Approved Plans] of planning permission W/19/2120 - [Proposed single-storey extension to provide hotel breakfast room; creation of a spa garden, outdoor pool and associated reconfigured terrace to rear of Health and Fitness building] - Amendments exterior layout including; alteration of plant room roof, reduction in height and relocation of rotunda, addition of small lobby entrance to sauna. – **No objection (Sent: 24/02/2026)**

9.3. To consider new planning applications:
None

9.4. Any other planning related issues.

- Notice of Appeal 6004608 - PLANNING APPEAL AGAINST REFUSAL OF A HOUSEHOLDER APPLICATION - Red Brick Barn, Hill Wootton Road, Hill Wootton, Warwick, CV35 7PP - Installation of 1no rooflight and 3no. sloping and vertical rooflights in rear elevation – **No opportunity to submit comments, but original objection to be included in papers**
- Correspondence with Warwick District Council and Leek Wootton Focus Group. (See Appendix 2 for correspondence with CEO of WDC). A brief discussion followed.
- Caddick – See item 5

10. Finance

10.1. The Financial Report for the month to 4 March 2026 was approved.

10.2. The following payments were approved:

	Vch	£
• Transfer of Pension Reserve	-	1,215.00
• Clerk's Expenses + Refunds (Car park markers + McAfee)	160	116.94
• Support for www.leekwoottonandguyscliffe.org.uk	005/161	123.00

10.2.1. 2025/26 support for Parish Hubsite [report circulated]

Initial: _____

It was resolved that the PC would support the 2025/26 costs for the Community Hubsite as set out in the circulated report @ £105 + VAT.

The ongoing support for the site is to be considered. The Clerk will establish the cost of an option to bring the site under the contract with Midland Computers.

ACTION: Clerk to ask Midland Computers for a quote

11.	Parish Council Administration
11.1.	Communication
11.1.1.	Communications & Engagement Group Cllr Harrold submitted the following report: The Communication and Engagement Working Group (Elisa, Joy, Helen and David) met on 27/02/2026 to establish initial priorities and a clearer structure for parish communications. The discussion focused on improving awareness of the Parish Council's role and taking a more proactive, planned approach to engagement over the coming year, including exploring ways to strengthen how updates reach residents. The group also agreed to adopt a "special projects" approach to support focused community initiatives as they arise; for example, the current defibrillator fundraising work, as well as potential future ideas such as a local area information map or small community-led wellbeing activities. The next strategy meeting will take place on 12/03/2026 at 2:30pm [UPDATE: 2:00pm], with a dedicated defibrillator project meeting scheduled for 19/03/2026 at 2:30pm [UPDATE: 2:00pm]. Further detail will be developed and brought back to Council in due course. A discussion followed about various communications ideas.
11.1.2.	Recruitment Nothing to report
11.2.	Storage The Clerk has removed some archive from the Committee Room cupboards to the off-site storage and placed the Parish Box in the cupboard. The PC Minute Books and Parish Box will remain and the space made available will be handed over to the Community Resilience & Emergency group for storage. ACTION: Clerk to continue clearance of locked cupboards
11.3.	Training Cllr Morgan attended 'Beyond the Precept: Funding solutions for smaller parish and town councils' on 11/02/2026
12.	Correspondence for information
12.1.	<ul style="list-style-type: none"> Email: 'Local Government Reorganisation - Parish & Town Councils' from the Deputy CEO of Warwick District Council (received & circulated 02/03/2026) For the purposes of submitting a submission from the Parish Council, the Chair asked Councillors for their views in response to the local council reorganisation questionnaire on the 2 authorities -v- 1 authority. A discussion concluded with a preference for two authorities.
13.	Councillors' Reports and items for future agenda None
14.	Date of next meeting To confirm the date of the next meeting which is scheduled for 7:30pm on Wednesday, 1 April 2026 at Leek Wootton Village Hall.
15.	To consider the exclusion of the public and press in the public interest for consideration of the following items:

Initial: _____

- 15.1. Personnel issues – None
- 15.2. Legal issues – None

Signed: _____ Date: _____

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Initial: _____

Appendix 1: Correspondence between D/Cllr Redford and Planning Dept, WDC, about DS22 (See item 6)

From: Pam Redford
 Sent: 09 February 2026 15:13
 To: Dan Charles; Gary Fisher; Tony Ward
 Subject: Police HQ - DS22

Good afternoon,

Following a meeting with Leek Wootton Parish Council on 4th February, questions were raised about the position of DS22. Now that we anticipate the Home Secretary announcing detail of a reorganisation of local police forces, due in the next few weeks, which will create larger regional forces in order to reduce overheads and give us a more efficient Police Service, this will mean in all likelihood that Warwickshire will be amalgamated with others and Woodcote will again be surplus to requirements.

In the event this happens can you provide me with answers to the following:

1. Will WDC confirm that DS22 in its entirety will remain in the current Local Plan until such time as the plan is renewed? and
2. Will WDC incorporate DS22 into the proposed revised Local Plan currently under consideration?

If the answer to question 2 is "No", then I would like to understand, why not?

Regards

Cllr Pam Redford
 Cubbington and Leek Wootton Ward
 Warwick District Council

From: Tony Ward
Sent: Wednesday, February 25, 2026 10:21 am
To: Pam Redford
Subject: FW: Police HQ - DS22

Dear Councillor Redford,

I can confirm that I am looking into the matters raised in your e-mail and will respond to you when I have had the opportunity to discuss the issue further with colleagues. I do apologise that some time has elapsed since your e-mail was received but unfortunately I have been off work ill recently.

The difficulty we have is that albeit the Government have made an announcement regarding the possible merger of Police Authorities we have no indication as to what that might mean for Warwickshire Police and the future of Woodcote House.

As far as I am aware Warwickshire Police have not made any approaches to us, so we (currently) have no indication of their future intent regarding this particular property/ location.

I can confirm that until such times as a replacement Local Plan is adopted Policy DS22 will remain relevant.

Kind regards

Tony Ward
 Senior Planning Policy Officer
 Warwick District Council

Initial: _____

Appendix 2: Correspondence with CEO, Warwick District Council (See item 6)



The Civil Parish of
Leek Wootton & Guy's Cliffe

6 February 2026

Chris Elliott
 Chief Executive
 Warwick District Council
 By email to: Chris.Elliott@warwickdc.gov.uk

Dear Mr Elliott

Warwickshire Police Headquarters

North Lodge

The Parish Council is concerned that it is nearing 3 years since Listed Building consent was granted (W/23/0377/LB) for, "*much needed external repair works to the north lodge*".

Currently the property remains derelict and in a worse condition than before, with tarpaulins on the roof and window cavities being supported by acro props due to mis-fitted replacement windows.

The Parish Council has today written to the Office of the Police & Crime Commissioner expressing its concerns and asking for a progress report.

It would also like to express to you, as the local planning authority, that it is supportive of any enforcement action that can see this heritage property protected and brought back into use.

Traffic

The PC supports the comments made to you by Mr Wilson (Leek Wootton Focus Group), regarding the deflection of responsibilities between WDC and WCC regarding Highways matters being considered during this and other planning applications.

The PC has attended a number of occasions where WDC Councillors considering an application which has important traffic consideration have not been able to question the opinion given by WCC Highways, as there has been no Highways representation at the meeting, and WDC Planning Officers have not had the detail available to them to respond to questions. Nor are the WCC internal technical reports upon which WCC Officers have made their judgement been available on the WDC public portals.

This process appears to us to be fundamentally flawed and has indeed been commented upon by your own Councillors.

In addition, the PC's requests for sight of WCC technical reports have been rejected by WCC Highways, even those made via our WCC Councillor.

The PC asks, how can well-considered decisions be made by WDC Councillors when they are not able to have answers to valid questions they put?

Helen Eldridge | Clerk to the Parish Council

1 Anchor Cottages | Warwick Road | Leek Wootton | Warwick | CV35 7QX
 t : 07464 017573 | e : clerk@leekwoottonandguyscliffeparish.gov.uk
leekwoottonandguyscliffeparish.gov.uk

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Planning portal failures

The PC further supports Mr Wilson in his comments to you, about the apparent lack of transparency on your Public Planning Portal of documents that are known to be in the portfolio being considered by WDC Officers and Councillors. He has drawn your attention to omissions from the portal, and it appears to us that you have struggled to rectify the situation in a timely manner.

Surely it is a fundamental point of the current planning system to have a fast and efficient method of circulating all relevant and available information to all parties considering the application.

Yours sincerely



cc Gary Fisher, Development Manager, WDC
District Councillor Pam Redford
District Councillor Josh Payne
County Councillor Ben Edwards

From: Chris Elliott

Sent: 02 March 2026 10:46

To: Clerk (LW&GC PC)

Subject: RE: Letter from Leek Wootton & Guy's Cliffe Parish Council

Dear Helen,

Thank you for your email and apologies that there has been a delay in my responding to you.

With reference to the issues that you have raised, I would respond as follows:-

North Lodge

The concerns that you raise and support that your Council offers are acknowledged. As you may be aware, there is a current ongoing planning enforcement investigation relating to the condition and protection of this building. Whilst that investigation remains open and I can confirm that our investigation is continuing. I'm not able to share any further details with you, however as you will be aware that enforcement matters can lead to more serious charges and consequences and so we will not reveal more detail lest the investigation is prejudiced in any way.

Traffic

To enable well considered decisions to be made at the Council's Planning Committee, all of the necessary information and advice is made available to the Committee prior to and at their meeting. That routinely includes the Officer report and presentation; the information and views provided by speakers on the night; and the advice and information available from Officers and the Council's Legal Advisor. The Committee Members also have access to the online application file.

The consideration of planning applications for major development proposals such as those recently considered at this site, will usually involve the consideration and balancing of multiple technical

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consultee responses. One of the purposes of the Officer report is to summarise those responses and it is therefore rarely necessary for those consultees, including the Warwickshire County Council Highways team to attend Planning Committee in person.

When considering planning applications, the role of Planning Committee members is not to interrogate technical consultees but rather to take account of their expert views when balancing all the relevant material planning considerations. There is the opportunity for Members to ask questions, including on technical matters in advance of the Committee meeting and there have also been occasions when it has been considered appropriate for WCC Highways colleagues to attend Planning Committee to assist Members. However, given the extent of their remit it is not possible or necessary for that to happen on a regular basis. If there are circumstances where the Committee consider that they don't have sufficient technical information to make a decision, usual practice would be for the making of a decision to be adjourned until that information can be provided.

The matter of the availability of the internal WCC technical reports is a matter that I'd encourage you to raise with them.

Planning Portal Failures

The Council receives tens of thousands of documents annually in connection with planning applications and Officers work hard to ensure that they are uploaded to the website as speedily as possible. The Planning Team is currently implementing a new back office system which will help to automate and speed up that process further.

Finally, I would advise that only documents specifically related to the planning application in question will be uploaded. I understand that some of the documents highlighted by Mr Wilson may not fall into that category and therefore would not be displayed.

I trust that the above is of assistance to you.

Kind regards

Chris Elliott
Chief Executive

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