

## **POLICY FOR DEALING WITH PLANNING APPLICATIONS**

**This policy was adopted at a meeting of Kings Cople Parish Council held on 14<sup>th</sup> July 2016**

The Parish Council agrees that the best method by which a Parish Council comments on Planning Applications is by discussion at a scheduled or extraordinary Parish Council meeting, to which members of the public have been invited by public notice.

All applications will be considered at scheduled meetings where time restrictions allow.

When an application is received the Clerk will ensure that it is placed on the agenda for consideration at the next meeting and will notify the Planning Group of the application. The Planning Group will consider whether it is necessary for a site visit and whether the Planning Group or all members of the PC should attend and inform the Clerk of its decision. The Clerk will then make the necessary arrangements for a site visit. Where the Planning Group undertake the site visit it will report to members at the meeting with its findings and recommendations.

Where time restrictions mean that the application cannot wait until the next meeting the Clerk will notify the Planning Group who will, with advice from the Clerk, decide within 2 days whether this is an application that constitutes a major or potentially contentious application. If it is considered to be a major or potentially contentious application then an extra-ordinary meeting will be called and the procedure above will be followed.

Where an application is agreed by the Planning Group to be minor and non-contentious responsibility for commenting on it will be delegated to the Clerk (in liaison with the Planning Group) and in line with the following:-

1. Clerk receives application from Herefordshire Council and enters details in planning file.
2. Clerk places top copy of application details on notice-board and website and invites comments from the public within a specified time period.
3. Clerk notifies all Parish Councillors of the application.
4. Planning Group may visit site to acquaint themselves of details. No discussion on site, particularly if local residents are a) invited or b) passing by.
5. Members of Planning Group may show plans to neighbours in vicinity of application site.
6. Members of Planning Group meet to discuss comments, which are forwarded to the Clerk.
7. Clerk forwards comments to Herefordshire Council making sure that comments are lawful and purely on planning (not personal) grounds.
8. Clerk puts précis of comments in planning file.
9. For next meeting of Parish Council, Clerk produces planning sheet with details of all applications, permissions and refusals received from Herefordshire Council. Applications commented upon by Planning Group between meetings, should be listed with précis of comments made.
10. If at any point the members or the Clerk become aware that the application is contentious then an extra-ordinary meeting will be convened.