

HOW CAPLE, SOLLERS HOPE AND YATTON GROUP PARISH COUNCIL

POLICY FOR DEALING WITH PLANNING APPLICATIONS

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 members of the application. Members 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. Members who undertake the site visit will report to other members at the meeting with their findings and recommendations.

Where time restrictions mean that the application cannot wait until the next meeting the Clerk will notify members 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 to be minor and non-contentious responsibility for commenting on it will be delegated to the Clerk and in line with the following:-

1. Clerk receives application from Herefordshire Council and enters details in digital planning file.
2. Clerk places top copy of application details on the website and invites comments from the public within a specified time period.
3. Clerk notifies all Parish Councillors of the application.
4. Members 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 may show plans to neighbours in vicinity of application site.
6. Members meet to discuss comments, which are forwarded to the Clerk. This can be done by email.
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 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.

Adopted at a meeting of full council held on 5th July 2016;

Reviewed and adopted 16th May 2023
To be reviewed every 4 years