

## **POLICY FOR DEALING WITH PLANNING APPLICATION BETWEEN PARISH COUNCIL MEETINGS**

*The Parish Council notes 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. A meeting will always be called to comment on potentially contentious planning applications. This policy has been agreed at a meeting of **Much Birch Parish Council** held on 5<sup>th</sup> April 2012*

*The responsibility for commenting on non-contentious planning applications which, due to time restrictions, cannot wait for the next Parish Council meeting, has been delegated to the Clerk (in liaison with the Planning Group) and in line with the following: -*

1. Parish Council has set up a Planning Group of 3-5 Parish Councillors.
2. The clerk receives application from Herefordshire Council and enters details in planning book.
3. The clerk places top copy of application details on notice-board and invites comments from the public within a specified time period.
4. The clerk notifies all Parish Councillors of application.
5. 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.
6. Members of Planning Group may show plans to neighbours in vicinity of application site.
7. Members of Planning Group meet to discuss comments, which are forwarded to the clerk.
8. The clerk forwards comments to Herefordshire Council within space allocated on top sheet of application, making sure that comments are lawful and purely on planning (not personal) grounds.
9. The clerk puts précis of comments in planning book.
10. 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.

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