

POLICY FOR DEALING WITH PLANNING APPLICATION BETWEEN PARISH COUNCIL MEETINGS.

This policy has been agreed at a meeting of Much Birch Parish Council held on 7th November 2019.

The Parish Council has agreed 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. It will be for members of the Planning Group to determine whether a public meeting should be called.

In the event of a request from Herefordshire Council for comment upon a planning application which, due to time restrictions cannot wait for the next full meeting of the Parish Council, and a public meeting is not held the following procedure applies.

1. The Parish Council has set up a Planning Group to which all Parish Councillors belong.
2. Clerk notifies all Parish Councillors of application.
3. Parish Councillors may visit site to acquaint themselves of details. No discussion on site, particularly if local residents are a) invited or b) passing by.
4. Members of Parish Council forward comments relating to material considerations to Clerk.
5. Clerk forwards material consideration comments to Planning Authority. If no comments are received from members of the Planning Group then the clerk will make a 'no comment' response to the planning authority.
6. For the following meeting of the Parish Council, the Clerk will produce an Information Sheet with details of all applications commented upon by the Clerk between meetings (in consultation with Parish Council) listed, and with précis of comments.