

FOWNHOPE PARISH COUNCIL

Policy for dealing with Planning Applications

1. General Guidelines. Whenever possible, planning applications will be dealt with at a scheduled Parish Council meeting, to which members of the public have been invited by public notice. On occasions when, due to Planning Dept deadlines, applications cannot wait until the next scheduled meeting, the Planning Group is to make a decision on what action is to be taken.
2. The Planning Group. The Planning Group is to comprise 6 Parish Councillors appointed by the Parish Council. The Council Chairman and Vice-Chairman of the Parish Council are to be members, although meetings can be chaired by any member elected by the Group. A list of the councillors comprising the Group is to be held by the Parish Clerk. A quorum for planning meetings is to be four members.
3. Parish Clerk's Actions. On receipt of an application the Clerk is to:
 - a. Enter its details in the Planning Applications Record Book.
 - b. Include the Application on the agenda for the next scheduled Council meeting.
 - c. Place a copy of the application details on the Parish notice-board at least 3 working days prior to the Council Meeting.
 - d. Invite comments from the public within a specified time period.
 - e. When the next scheduled Council meeting would be too late to meet the deadline for comments, forward details of the Application to members of the Planning Group for a decision on further action.
4. Applications Dealt With Between Scheduled Council Meetings. The procedures for dealing with applications outside of scheduled Council meetings are as follows:
 - a. Major Applications. A meeting of all Councillors will be called if the application is considered by the Planning Group to be of sufficient significance or to be potentially contentious. This judgement will be made by at least two members of the Planning Group (normally Chairman and Vice-Chairman, but if one of these has to declare an interest, any one other member of the Planning Group must be consulted) in consultation with the Clerk. On these occasions prior public notification of the meeting is to be given as per sub Paras 3c and d.
 - b. Minor Applications. The Parish Clerk is given delegated powers by the Parish Council to provide comment, as directed by the Planning Group, on applications received between meetings which, due to time restrictions, cannot wait for the next scheduled Parish Council meeting. On these occasions no prior public notification of Planning Group meetings is required. Once the Members of Planning Group have met to discuss their comments, these are to be forwarded to the Clerk to Herefordshire Council on the top sheet of the application form, ensuring that comments are lawful and have been made purely on planning (and not personal) grounds.
6. Site Visits. The Planning Group or the Parish Council may meet at the application site with the prior permission of the applicant.
7. Planning Group Visits. Planning Group site meetings are to be conducted in the following sequence:

- a. The Chairman explains the purpose of the meeting and asks if there are any declarations of interest.
- b. If present, the applicant or his/her agent is invited to outline the details of the application and answer any questions.
- c. The Planning Group discuss the application to determine a response. During this stage, whilst the applicant and his/her agent may listen to what is said, they are excluded from the discussion.

8. Parish Council Visits. Parish Council site meetings are to be conducted in the following sequence:

- a. The Chairman explains the purpose of the meeting and asks if there are any declarations of interest.
- b. If present, the applicant or his/her agent is invited to outline the details of the application and answer any questions.
- c. After inspecting the site the Council moves to a suitable meeting place to discuss the application to determine a response. The applicant or his/her agent and members of the public may be invited to speak and may listen to what is said, but they are excluded from the Council's discussion.

7. Follow-Up Actions. The Clerk is to enter a précis of comments in the Planning Applications Record Book. At the next meeting of the Parish Council, the Clerk is to produce a 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.