

WIGMORE GROUP PARISH COUNCIL

POLICY FOR DEALING WITH PLANNING APPLICATIONS BETWEEN PARISH COUNCIL MEETINGS

The Parish Council notes that the recommended method by which a Parish Council comments on Planning Applications is by discussion at a scheduled or extraordinary 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.

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 the Tree Warden) and in line with the following:

1. The Parish Council sets up a Planning Working Group of 3-5 Parish Councillors.
2. The Clerk is given delegated powers by the Parish Council, to comment on applications received between meetings which, due to time restrictions cannot wait for the next Parish Council meeting.
3. The Clerk ensures that details of the application are on the Parish Council website.
4. The Clerk notifies all Parish Councillors of the application by email.
5. The Planning Working Group may visit the site to acquaint themselves of details. No discussion takes place on site, particularly if residents are a) invited or b) passing by.
6. Members of the Planning Working Group may show plans to neighbours in vicinity of application site.
7. The Planning Group and Councillors forward their comments to the Clerk.
8. Under 'Delegated Powers' the Clerk, having considered the views of the Planning Working Group and other councillors, compiles comments.
9. The Clerk forwards his/her comments to the Planning Authority, making sure that the comments are 'material considerations'.
10. For the next meeting of the Parish Council, the Clerk includes in the Information Sheet details of all applications, permissions and refusals received from the Planning Authority. Comments made by the Clerk (under 'Delegated Powers') are also included in full.

This policy has been agreed at a meeting of Wigmore Group Parish Council, held on 14 April 2025.

Review: after elections in 2027 or before if required.