

# Walford Parish Council

## Policy for dealing with planning applications

### Policy statement

The purpose of this policy is to ensure that in so far as is possible and reasonable, the Council has the opportunity to consider and comment on planning applications within the parish.

### Procedure

- 1) The preferred method by which the Council comments on planning applications is by discussion at a scheduled meeting of the Council, to which members of the public have been invited by public notice.
- 2) The Clerk receives notice of application from Herefordshire Council and enters details on planning record.
- 3) Planning applications are posted on the website and include a link to the Herefordshire Council planning application details page.
- 4) The Clerk notifies all Parish Councillors of the application and they will obtain the details from the Herefordshire County website. If a councillor does not have access to the internet, they should contact the Clerk, who will arrange to send copies in the post.
- 5) If the next meeting of the Council is to take place before the deadline for comments, the Clerk will add the application to the agenda for consideration.
- 6) If the deadline falls before any scheduled meeting, the Clerk will ask the County Planning Officer for an extension.
- 7) If the deadline cannot be extended and the Chair or two councillors request a meeting within three days of the application being received, the Clerk will arrange an extraordinary meeting to consider the application in accordance with standing orders.
- 8) If the deadline cannot be extended and there is no request for a meeting, the application will be considered to be non-contentious and responsibility for commenting on it will be delegated to the Clerk.
- 9) The Clerk will report such comments to the next available meeting of the Council.
- 10) The Clerk will place a précis of all comments on the planning record.

### Additional

- 1) If a planning application subsequently becomes an agenda item for debate at a Herefordshire Council Planning Committee meeting, the Council will appoint a councillor to speak in support of the stated view of the Council.

### Document control

Revision number	1.1	Written by	Parish Clerk
Last approved by the Parish Council	14 August 2019		
Date for next review	May 2020		