

**BRIMFIELD & LITTLE HEREFORD GROUP PARISH COUNCIL
POLICY FOR DEALING WITH PLANNING APPLICATIONS
BETWEEN PARISH COUNCIL MEETINGS
(PLANNING DELEGATION-INCLUDING TERMS OF REFERENCE)**

The Parish Council, as Statutory Consultee, delegates all decisions arising under Development Control consultations to the Clerk in consultation with one or more named Councillors determined by Council.

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 reviewed and agreed at a meeting of Brimfield & Little Hereford Group Parish Council held on 16th September, 2015.

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 consultation with the Parish Council and in line with the following:-

- Clerk receives application from Herefordshire Council and enters details in planning book.
- Clerk places top copy of application details on notice-board and invites comments from the public within a specified time period, also stating that the application is being discussed under delegated powers, not at a scheduled meeting.
- Clerk notifies all Parish Councillors of application via email, they should return their comments as soon as possible, to the Clerk for determination of the Council's response within the prescribed consultation period.
- Clerk forwards comments to Herefordshire Council making sure that comments are lawful and purely on planning (not personal) grounds.
- Clerk puts précis of comments in planning book.
- For next meeting of Parish Council, Clerk gives details of all applications, permissions and refusals received from Herefordshire Council. Applications determined under delegated powers between meetings will be placed on the next full Parish Council meeting agenda.
