

**ALMELEY PARISH COUNCIL**  
**POLICY FOR DEALING WITH PLANNING APPLICATIONS**  
**BETWEEN PARISH COUNCIL MEETINGS**

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, to be delegated to the Clerk in line with the following:-

1. Parish Council has set up a Planning Group comprised of all Councillors – with a minimum of 3 needed to be quorate
2. Clerk receives application from Herefordshire Council and records the details
3. Clerk places a copy of application details on the Parish Notice boards and invites comments from the public within a 14 day specified time period
4. Clerk notifies **all** Parish Councillors of the application
5. Planning Group may visit the site (as a group) to acquaint themselves of details if considered necessary

**No discussion on site with either applicant or members of the public**

6. Members of Planning Group may show plans to neighbours in vicinity of application site, members of the public can respond individually to the Planning Officer
7. Members of Planning Group meet to discuss comments(off site) which are then forwarded to the Clerk
8. Clerk forwards comments to Herefordshire Council making sure that comments are lawful and purely on planning (not personal) grounds
9. Clerk notifies all Councillors of the Parish Council's response either by email, post or at the next meeting as considered appropriate.
10. Parish Council's response to be noted at the next meeting and be included in the minutes accordingly

**Date....8<sup>th</sup> May 2019...and reviewed 5<sup>th</sup> May 2021 and 11<sup>th</sup> May 2022**