

Hill and Moor Parish Council

Agreed process for planning applications adopted 8th January 2026

All planning applications received by the clerk will initially be assigned to an individual councillor. The assigned Councillor should research the application to determine whether it is a routine application and advise the Clerk accordingly. The application should then proceed as follows: -

Routine applications

1. For routine applications which are not considered contentious, such as small extensions, the assigned Councillor will prepare a response for the other councillors to review.
2. The Clerk will circulate the proposed response and give the Councillors five working days to reply. If no objections to the proposed response have been received by the deadline, the Clerk will submit this to the planning authority as the Council's response.
3. If at least one Councillor wishes the proposed response to be amended or wishes the application to be discussed by all of the council, it will be put on the agenda for the next scheduled Parish Council meeting.

All other applications

1. For all other applications which are not considered routine, the clerk will circulate these to all Councillors for review. The application will then be added to the agenda for discussion at the next scheduled Parish Council meeting.

For those applications to be discussed at a full council meeting, the clerk should check when the consultation period ends. Where a response is required before the next scheduled meeting the Clerk will request that an extension be granted by the planning authority. If this cannot be obtained then an extraordinary meeting of the Parish Council will need to be arranged.

This policy was discussed at the Parish Council meeting on 8th January 2026 where it was proposed that Tony Betteridge be the assigned Councillor and Paul Jeanes be the nominated deputy in circumstances where the assigned Councillor is unavailable or has a declarable interest in the planning application. Proposed by Councillor Betteridge and seconded by Councillor David Nuttall. All present voted in favour.