



Appleton Parish Council

Appleton Parish Hall, Dudlow Green Road, Appleton, Warrington,
Cheshire WA4 5EQ

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Planning Application procedures for Appleton Parish Council agreed at the Parish Council meeting on Tuesday 20th September 2016

The procedures for dealing with Planning applications and responsibilities of Parish Councillors had been looked at and reviewed. The following statement had been prepared and circulated to all Parish Councillors by the clerk.

Appleton Parish Council is consulted on all planning applications in Appleton but Warrington Borough Council, not the Parish Council, makes the decisions.

Appleton Parish Council has a Planning Committee to review planning applications.

The clerk produces a list of current planning applications and the list along with paper copies of the plans is presented to the members of the Planning Committee.

The Planning Committee meetings are held prior to the monthly Parish Council meetings at 7pm. Because there is a 21-day deadline for the Parish Council's response to the Borough Council on a planning application, there is often a need to hold ad hoc meetings of the Planning Committee in-between Parish Council meetings.

The Planning Committee discusses planning applications, considers any objections received from members of the public and makes comments, observations and sometimes formal objections, which are to be approved by the full Parish Council. If there is a need, the Planning Committee visits a site before coming to an opinion.

The clerk records the views of the Planning Committee on planning applications. These views are to be confirmed by the Parish Council. Recommendations from ad hoc meetings are circulated to all Parish Councillors for approval. The final opinion and recommendations are sent to Development Control at Warrington Borough Council.

The response from the Parish Council on every planning application is then recorded in the Parish Council minutes accordingly.

All Parish Councillors are responsible for declaring any interest in relation to any planning application. Where a Parish Councillor declares an interest they will take no part in the discussions or decision relating to that individual planning application.

All the meetings of the Parish Council and Planning Committee are open to the public, providing them with the opportunity to express their views.

If Warrington Borough Council planning officers are minded to approve an application to which the Parish Council objects, then a formal objection from the Parish Council or a Borough Councillor can ensure the application is heard by the Development Management Committee before a decision is taken. This is a public meeting at which the objectors and proposers can speak.

All Planning Committee meeting dates, including ad-hoc dates are published on the Parish Council's website.