

# HARGRAVE AND HUXLEY PARISH COUNCIL

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Hargrave and Huxley Parish Council is notified of all planning applications in the Parish Council's area by Cheshire West & Chester Council<sup>1</sup> and seeks to comment<sup>2</sup> on all applications in a fair and unbiased way. To this end Hargrave and Huxley Parish Council has establish the following Planning Standing Orders.

## **Planning Standing Orders**

- 1) These Standing Orders (except those which are obligatory by law) can be suspended, revoked, or altered by resolution of the Parish Council.
- 2) Planning applications are available for viewing on-line by Councillors and members of the public.
- 3) When a planning application is received, the following process will be followed: -
  - i) The application will be recorded in the Council's Planning Register<sup>3</sup> including the date notification of the application was issued, application details, address, comments and decision.
  - ii) All Councillors will be notified of the application by e-mail<sup>4</sup>
  - iii) All Councillors should review the application on-line as soon as possible, if there are any issues viewing the plans these should be highlighted with the Clerk as soon as possible.
  - iv) An annual rota will be agreed at the May Council meeting of two Councillors for a two month period who will form an ad-hoc working group to review applications, visit the site (to be arranged by the working-group members (if the working group deem it would benefit them to gain a better understanding of the application)) and report to the Council bi-monthly, noting that all Councillors should review the application.
  - v) If the Council requires paper copies the Clerk must be notified as soon as possible so they can be requested from CW&C planning department. Paper copies should only be requested when the plans are too detailed or contentious to be viewed online.
  - vi) Those councillors previously nominated (see iii above) should prepare:- observations/recommendations to be emailed around the Parish Council as soon as possible for the Parish Councillors to consider.

Where the deadline for the application is before the next regular<sup>5</sup> meeting these comments will be circulated around to all councillors, including a deadline for responses, after which the comments will be submitted to CW&C.

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<sup>1</sup> Town & Country Planning Act 1990, Sched. 1 para 8.

<sup>2</sup> Local Government Act 1972, sched.15 para 20.

<sup>3</sup> In accordance with Hargrave and Huxley Parish Council Standing Orders 2018 section 15, xiv, page 18.

<sup>4</sup> In accordance with Hargrave and Huxley Parish Council Standing Orders 2018 section 15, xv, page 18.

<sup>5</sup> 'Regular meeting' refers to the next scheduled meeting of the Council.

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These comments will be confirmed by the Council at next regular meeting of the Council.

- vii) If an application is believed to be contentious and its deadline is before the next regular meeting of the Council any Councillor may contact the Clerk and request an extraordinary meeting to consider the application if the deadline cannot be extended by CW&C.

The Clerk will consider this request in consultation with the Chairman and or Vice Chairman.

- viii) If the deadline for comment is after the next regular meeting of the Council, the application will be considered at that meeting<sup>6</sup>. Should Councillors feel the application is contentious and merits additional time for consideration they should request the Clerk reduce the agenda to focus on the planning application or that an extraordinary meeting be called to consider the application. The Council's standing orders may also be suspended by the meeting to allow extended public speaking time or participation.

The Clerk will consider this request in consultation with the Chairman and or Vice Chairman.

- ix) Where an application is for 4 or more dwellings or business units the application will be considered at the next regular meeting of the Council or at an extraordinary meeting of the Council. The agenda for the above meetings, whether scheduled or extraordinary, will be reduced to focus on the planning application, the Council's standing orders may also be suspended by the meeting to allow extended public speaking time or participation.

- x) Where a Councillor has an interest in any application which is to be considered outside a regular meeting of the Council the Councillor should declare the interest to the Clerk by email as soon as possible and if appropriate take no part in considering the application. The emailed will be retained by the Clerk.

If the application is to be considered in a Council meeting the interest should also be declared as normal at the meeting.

- xi) Requests for applications to be called to CW&C Planning Committee should be agreed by Council. However, should the next regular meeting be after the deadline to call-in the application the request should be made by e-mail to the Clerk for consideration in consultation with the Chairman and or Vice Chairman. If agreed this request will be forwarded to the CW&C ward councillor and then ratified at the next meeting of the Council.

- 4) Enforcement Issues should be reported to the Clerk for consideration at the next scheduled meeting of the Council.

Adopted; 19<sup>th</sup> March 2024  
Reviewed: 4<sup>th</sup> May 2025  
Next review date: May 2026

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<sup>6</sup> Please note once the agenda has been published it cannot be altered if it is within three

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clear days of the meeting.