

Mungrisdale Parish Council

Procedure for Responding to Planning Applications

Attachment to Standing Orders

Amendment resolved: 15 January 2018 (item 18/01/85)

Revised: 11 May 2026 (item xxxx) – renaming Planning Group to *Planning Working Group* and updating membership

1. Purpose

This procedure sets out how Mungrisdale Parish Council will consider and respond to planning applications, including those requiring a response before the next scheduled parish council meeting.

2. Membership

The **Planning Working Group** will comprise the following members: Cllrs Beeston, Bird, Smethurst and Tiffin (*Amendment 15/01/18, item 18/01/85; membership updated 11/05/26*)

3. Circulation of Planning Information

The Clerk will circulate to all councillors any communication received regarding planning matters within the parish.

4. Applications Considered at Council Meetings

Planning applications with a response deadline **after** the next scheduled parish council meeting will be considered at the following meeting.

5. Applications with Potentially Contentious Issues

If any councillor considers that an application includes **potentially contentious issues** and the response deadline falls **before** the next meeting, the Clerk will:

- request an extension to the consultation deadline, **or**
- arrange an **extraordinary meeting** if required.

6. Non-contentious Applications Requiring a Response Before the Next Meeting

Where an application requires a response before the next meeting **and** is not considered contentious:

- the Planning Working Group will review the application,
- the Clerk will submit the council's considered response to the Planning Authority **under delegated powers**, and
- the Clerk will report the response to the next parish council meeting.

7. Major Applications

For any **major planning application** (as determined by the Chair), the Planning Working Group will hold a **site meeting** prior to forming a recommendation. (*Amendment 15/01/18, item 18/01/85*)