

## CASTLE SOWERBY PARISH COUNCIL

### URGENT PLANNING APPLICATIONS

<b>Document history</b>		
<b>Note of changes</b>	<b>Version number</b>	<b>Date of approval and adoption</b>
Approved & adopted	1	26 March 2026
Reviewed		

<b>Review sheet</b>		
Each entry in the table below summarises the changes to this Policy and procedures made since the last review (if any)		
<b>Version Number</b>	<b>Version Description</b>	<b>Date of Revision</b>
1	Original	

## **1 OUR ROLE IN PLANNING**

Castle Sowerby Parish Council/CSPC ('the Council') does not have the power to determine planning applications (to grant or refuse planning permission). It is the role of the Local Planning Authority (Westmorland and Furness) to do so. However, Westmorland and Furness Council must seek the views of CSPC on each application before it can make its decision. CSPC will decide what response to make – except in the rare circumstances set out below – at a formal Council meeting.

### **SCOPE OF THIS POLICY**

This policy is applicable only in the two following circumstances:

1. We are notified about a planning application and there is no meeting of CSPC before the statutory date for determination.
2. We are notified about a planning application and the agenda for the only meeting of CSPC before the statutory date for determination has already been published.

These circumstances define what we mean by “urgent.” Our experience is that they occur rarely, so it is anticipated that this policy will only be engaged on those rare occasions.

The statutory date for determination is the date by which Westmorland and Furness Council must make its decision about the application. If it fails to do so, then the applicant can appeal to the Secretary of State.

## **2 CASE 1: NO MEETING BEFORE THE STATUTORY DATE**

In this case, power is delegated to the clerk to respond to Westmorland and Furness Council on behalf of CSPC. Prior to making the response, the Clerk must make reasonable efforts to seek the views of all Councillors, and he/she must devise a response that is acceptable to all of them.

## **3 CASE 2: AGENDA ALREADY PUBLISHED**

In this case, CSPC's response will be decided by Councillors at the meeting. The agenda for every meeting will list all applications about which we have been notified prior to its publication but will also clearly state that any urgent applications that are received after its publication, but prior to the meeting, will also be considered at the meeting. CSPC will make all reasonable efforts to notify the public of any applications that will be considered at the meeting but that are not listed on the agenda.