



High Coniscliffe Parish Council

PLANNING APPLICATIONS POLICY

Date of review	Reviewed	Approved	Comments
June 2025		August 2025	Policy written and approved
March 2026			
March 2027			

Introduction

High Coniscliffe Parish Council has a right to be consulted on all planning and development applications and decisions relating to the Parish Council area. It is normally given 21 days to respond to the local planning authority (Darlington Borough Council). The Parish Council is committed to ensuring the Parish has a voice in this matter, and the local planning authority has a duty to consider the views of the Parish Council when reaching a decision.

Aims of the Parish Council in relation to planning matters

1. To actively protect and enhance the character and appearance of the village of High Coniscliffe.
2. To seek to ensure that any development, whether new or an alteration to an existing property, will be sympathetic to its surroundings.
3. To increase, wherever practicable, facilities for parishioners, to conserve wildlife and the countryside.
4. To focus on sustainability.

Procedures

1. The Parish Clerk will circulate details of new planning applications and consultations to all members via e-mail and as sent by the planning authority, in advance of the full council monthly meeting.
2. Parish Council members have the responsibility of individually accessing the online plans and information before each meeting.
3. 'Planning Applications and Decisions' is a standing item on the Parish Council Agenda, if there are items to discuss.
4. All applications will be discussed openly and transparently during the Council's meeting.
5. Parishioners are entitled and welcome to attend meetings and pass on their comments during public participation.
6. The council will discuss applications fairly and objectively:
 - a) Each application will be judged on its own merits.
 - b) All responses will be based on material planning considerations i.e the criteria by which the local planning authority will judge an application, notably whether it fulfils planning policies.
7. All Councillors will abide by the Code of Conduct and must declare any personal/prejudicial interest that may preclude participation in discussion or voting.
8. The full council may undertake full site visits, as appropriate and with permission, to assist in formulating the Parish Council's response, such visits to be arranged by the Parish Clerk.
9. If an application requires a response before the next scheduled meeting of the council, then the following will apply:
 - a) If the application is of minor nature e.g garage, extension etc. then the Parish Clerk will e-mail all Parish Councillors seeking views in line with the above. Each Councillor will be asked to state whether they 'support' or 'object to' an application or are 'neutral' about it (these being the categories under which any response must be entered on the Planning Log). A simple majority of those responses received will be taken as the collective Parish Council decision. Any specific comments other than 'support, object or neutral' will be collated and recirculated for approval by all councillors prior to submission to the local planning authority.

- b) If the application is of major nature, the Parish Clerk may seek from Darlington Borough Council an extension on the time for responding.
- c) If the planning authority is unable to given an extension to the time for responding and/or members wish to discuss the application in detail, then an extraordinary meeting of the full council will be called.