



Appleton Parish Council

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

Telephone 01925 268153 Email clerk@appletonparish.gov.uk

Planning Committee Terms of reference

Adopted by the Parish Council on Tuesday 17th June 2025

The members and Chair of the Planning Committee are elected by the Parish Council.

The Planning Committee has delegated responsibility and authority to respond to planning applications on behalf of the Parish Council. The Planning Committee has no power to approve any expenditure or deal with any matter than decide on planning applications.

The quorum of the Planning Committee is three Parish Councillors or one third of the total membership of the committee, with a minimum of three Parish Councillors.

Only those appointed may vote at a meeting. In the case of an equal vote, the Chair shall have a second or casting vote. If any member of the Planning Committee meeting cannot be present, then the committee member may nominate a substitute in their absence. Confirmation of this substitute must be sent in writing to the clerk.

Any apologies for absence must be emailed in writing to the clerk at least two hours prior to the meeting. Apologies by any other method will not be recorded in the minutes.

The Clerk/Assistant Clerk will call a meeting of the Committee and send out the agenda to all Parish Councillors.

The Clerk/Assistant Clerk will take Minutes of all meetings and the Minutes must be approved by the Parish Council. These Minutes are a public document and will be published once approved on the Parish Council's website.

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

The Planning Committee meetings are held prior to the monthly Parish Council meetings at 7pm. In addition, because of the 21 day deadline for the Parish Council's response to the Borough Council on a planning application, ad hoc meetings will be held, as required, 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. If there is a need, the Planning Committee visits a site before coming to an opinion.

The clerk records the decision of the Planning Committee on planning applications. These are then submitted to Warrington Borough Council for their consideration.

The decision of the Planning Committee on every planning application is then recorded in the Planning Committee 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 and leave the room.

All the meetings of the Planning Committee are open to the public, providing them with the opportunity to express their views under public participation.

The Planning Committee can object to a planning application and request that it is heard by the Development Management Committee of Warrington Borough Council. This is a public meeting held by Warrington Borough Council at which the objectors and proposers can speak if they register to speak in advance.

Once a decision on a planning application has been made, this is final and cannot be amended unless a new planning application or amendment is issued by Warrington Borough Council.

Certain planning applications are information only. These will be listed on the agenda for the Planning Committee meetings. However as these are for information only, the Parish Council cannot make any comments.