

Planning Application Process

1. MPC is a statutory consultee under the planning process
2. MPC needs to consider planning applications in public at a Parish Council Meeting
3. Planning applications are sent to the Parish Clerk and will be circulated to all Parish Councillors
4. MPC will speak with the applicant and relevant neighbours as necessary. It will discuss each planning application it receives in public and respond back to the Planning Department with its comments. (Parish Councils can only make objections if there are material planning reasons).
5. MPC will check the on-line summary that is submitted to the Full Planning Committee to ensure that its views are properly represented.
6. MPC will register to attend the Full Planning Committee for all dwelling applications in Marholm.
7. Our role is to reply as Marholm Parish Council representing everyone that lives in the village; to decide what we believe is right for the village as a whole, and not be unduly influenced by a personal or minority view. Under the statutory process, neighbours to the property are consulted as individuals and are encouraged to give their individual views by the planning authorities
8. Planning Applications will be a Parish Council Meeting agenda item. The agenda will be published in the normal way.
9. If the deadline to respond back to the Planning Department is before the next Parish Council Meeting then the MPC have agreed that they will arrange an additional Parish Council Meeting to discuss planning applications
10. The MPC have agreed that they want to carry out their duties in a timely manner and do not want to apply to the Planning Department for an extension as this will lead to delays in the planning process for the applicant / villager
11. In the event that a planning application has been made by one of the Parish Councillors they will withdraw from the meeting after volunteering any necessary information. If any other Parish Councillor has a conflict of interest with a planning application, they should declare this and abstain from the discussion. The Parish Clerk does not have to withdraw but it is preferable if they do. The Parish Clerk will then minute the comments from the discussion.
12. Villagers* are welcome to attend any Parish Council Meetings, however they do not have the right to speak at these meetings unless invited to do so by the Chair. When there is a planning application on the agenda then this will be process:
 - a) Villagers* should talk to the clerk or to the chair at the start of the meeting, and say they want to speak on this agenda item. When the planning application agenda item is reached the chair will invite the Council to "suspend standing orders" i.e. stop the meeting and allow the Villagers* to speak
 - b) The chair will then resume the meeting and the council will debate the item. Villagers* are not allowed to participate in this debate but can be questioned by the Parish Councillors

Full details the Marholm Parish Council's Ways of Working can be found on the website

Villagers* = anyone living in the Parish that is on the Register of Electors