

# WOODHAM WALTER PARISH COUNCIL

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## The planning Process

Woodham Walter Parish Council is entitled to be notified by Maldon District Council of planning applications affecting the council's area and to comment on those applications. Any views expressed by Woodham Walter Parish Council will be taken into account by Maldon District Council before a decision is made, providing the points made are relevant to the determination of a planning application (material planning considerations). The Parish Council plays an active part in the decision-making process for planning applications affecting Woodham Walter, but the final decision is made by Maldon District Council as the local planning authority, not the Parish Council.

Every planning application that relates to land and buildings in the parish of Woodham Walter is considered at a meeting of the Parish Council, which the public are welcome to attend. There is a period near the start of every meeting where members of the public, including those supporting or opposing a planning application, can make statements. Councillors will then discuss and vote on the comments to be made by the Parish Council on each application.

Once the Parish Council has taken into consideration the views of the parish it sends its comments to Maldon District Council. Members of the public are encouraged to submit comments directly to Maldon District Council, but please do note that anonymous comments will not be considered. Information on planning applications can be found through Maldon District Council's website. [www.maldon.gov.uk](http://www.maldon.gov.uk)

COVID 19: Please note: The Parish Council are now required to meet face to face. Due to current social distancing restrictions the Council is limited on the number of physical attendees in a meeting. Please register your request to attend in person to speak under Public Participation rules at a Council meeting by email to: [parishclerk@woodhamwalterpc.org](mailto:parishclerk@woodhamwalterpc.org) All requests will be considered on a first-come, first-served basis up to the limits prescribed by the venue and Government Restrictions on Social Distancing. In the event that there is no room you may submit your comment or question in writing to be read out at the meeting.

You can access and download the agendas and minutes for all meetings on our website. [www.woodhamwalterpc.org](http://www.woodhamwalterpc.org)

Updated: 28/05/21

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## Public Forum

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Members of the public have a legal right to attend the monthly Parish Council meetings of Woodham Walter Parish Council as well as any Extraordinary or Planning Meetings that may be called.

Councillors will be prepared to hear from members of the public during the public forum. This section of the meeting shall appear as an agenda item and shall be held after declarations of interest so that everyone is aware if a member has a prejudicial interest. Councillors with a prejudicial interest will be allowed to speak during the public forum but will leave the room when the agenda item is considered.

Comments made during the public forum will be briefly minuted but will not necessarily be a verbatim record. **You are asked to introduce yourself and speak as briefly as possible. Please try not to repeat points that have already been made.** In the event of several people wishing to speak either in favour or against the issue, the respective group (s) should consider selecting one spokesperson to address the council.

The period of time designated for public participation at a meeting in accordance with our Standing Orders shall not exceed 15 minutes unless directed by the chairman of the meeting. **A member of the public shall not speak for more than 3 minutes.** A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given. Members of the public should not disrupt proceedings and should respect the rulings of the Chair. Following the Public Forum the meeting will be closed to members of the public before the committee considers and determines the remaining agenda items including the Parish Councils response to any planning applications. Members of the public are welcome to remain in the meeting room and listen to councillors deliberations but will not be allowed to make any further points once the public forum has been closed unless the Chairman chooses to use his discretion to clarify certain points with those present.

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