

WOODHAM WALTER PARISH COUNCIL

NOTICE OF EXTRAORDINARY MEETING

Dear Sir/Madam

I give notice that there will be an Extra Ordinary meeting of Woodham Walter Parish Council to be held at Woodham Walter Village Hall, Rectory Road, Woodham Walter CM9 6RE on Tuesday 27th June 2023 at 7.00pm. All councillors are hereby summoned to attend. Members of the public and press are cordially invited to attend.

Signed *James Rushton*

CHAIRMAN TO THE PARISH COUNCIL

BUSINESS TO BE TRANSACTED

Members are reminded that they should declare an interest with regard to items on the agenda when appropriate. There will be a session at the meeting when the public can discuss items on the agenda or other village matters.

1. **Welcome**
2. **Apologies For Absence**
3. **Disclosure of Interests/Consideration of Dispensations**
4. **Public Forum**
5. **Planning Application**
 - 5.1 **23/00521/OUT** **Land between Ash Cottage and High Prospect Top Road**
(NB: High Prospect now known as Wincroft)
Outline application with all matters reserved for up to 6 dwellings and garages.

To consider the Parish Council response to the application.
6. **Points of Information**
7. **Date of Next Parish Council Meetings:**
Date of next Ordinary Parish Council Meeting Monday 17th July 2023 at 8pm in Woodham Walter Women's Club, Top Road, Woodham Walter CM9 6RQ.

Dated: 20th June 2023

Public Forum Notes

Members of the Press and 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. A person who speaks at a meeting shall direct comments to the chairman of the meeting. 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 Council's 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.

The Planning Process Notes

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 and on the Planning pages of the Woodham Walter Parish Council website <https://woodhamwalter-pc.gov.uk/planning-matters/>

Woodham Walter Parish Council's regular meetings are on the 2nd Monday of the month. Additional meetings are sometimes called should a planning matter need to be dealt with prior to the next regular scheduled meeting.

You can access and download the agendas and minutes for all meetings on our website. <https://woodhamwalter-pc.gov.uk/>