

**Marden Parish Council
Urgent Planning Matters Policy**

Adopted by Marden Council on 9 September 2019

Marden Parish Council has, at times, to respond to Planning Applications that have a deadline that is before the next Parish Council Meeting. If this happens, the following action will be taken:

1. On receipt of notification of a **Planning Application** the Clerk will:
 - a. Check the response date in relation to the next parish council meeting
 - b. Contact the relevant Planning Officer and request an extension in response date until after the next parish council meeting
 - c. If an extension is agreed, ensure the application is on the agenda, or
 - d. If the extension is not agreed, contact the Chair (or in his/her absence the Vice Chair) to agree the date for an extra meeting to consider the planning application.

2. If the planning application is for Prior Approval only (for which the parish council can only comment on siting and appearance and not the principle of development) and if the Chair or Vice Chair confirms that it is not suitable to call an extra meeting to comment on this, the Clerk will:
 - a. Circulate details of the planning application to all Councillors and invite responses from them by a specified date
 - b. Once the specified date has been reached, the Clerk will prepare and circulate a consensus response for approval, again specifying a date by which approval or rejection of the consensus response is needed
 - c. Following receipt of response from the Councillors the Clerk will liaise with the Chair, or Vice-Chair, before submitting the Parish Council's response
 - d. Ensure the application is on the agenda for the next meeting, noting that response was made under the Urgent Planning Matters Policy for Delegated Powers to the Clerk.

Planning Appeal

Upon receipt of notification of a planning appeal, the Clerk will:

3. Advise the Chair (or in his/her absence the Vice Chair) that the appeal has been lodged
4. Prepare a draft response and circulate it in the same way using the same procedure as for the planning application prior to submitting the final agreed response in good time to meet the statutory deadline.

Review by: October 2020

Signed:



Chair, Marden Parish Council

Date: 9/9/19