

## **Public Participation Guidance for a Parish Council Meeting**

Welcome to the Parish Council meeting.

The meeting will commence at 7.30pm and the statutory first agenda items attended to before the Public Participation Session.

When the Public Participation Session commences the Chairman will ask if anyone wishes to comment, raise an objection or confirm support for any planning matters listed on the planning schedule, or any other matters. When the Chairman asks please put up your hand and be prepared to state your name and the matter you wish to raise.

The Chairman will invite those who wish to speak to do so during the public participation session including Councillors and members of the public. The Chairman may direct a question posed by a member of the public to a Councillor for a verbal response or to the Clerk for a written or verbal response. The Clerk will record the main points raised and these points will be included in the formal minute record of the Parish Council. This minute record, once ratified by the Parish Council at the next meeting, is then put on the village websites [www.mychieveley.co.uk](http://www.mychieveley.co.uk) and a link [www.curridgevillage.co.uk](http://www.curridgevillage.co.uk) and becomes accessible on the www.

When the public participation session ends the Parish Council meeting becomes closed to the members of the public who are welcome to stay and observe the rest of the meeting but will not be able to interrupt the Parish Council's discussions and decisions made.

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without applying for and receiving the Parish Council's written consent prior to the meeting.

Thank you

Kim Lloyd  
Parish Clerk

**Brief overview of the planning application process**

**Registering the application**

Planning Application is submitted, validated and registered by West Berkshire Council, the planning authority

### **Site visit by the Planning Officer**

Normally within 5 working days after it has been registered and a site notice displayed for 21 days to allow for comments to be submitted from interested parties. Other consultees including the Parish Council are invited to provide observations on the application around this time

### **Determining the application**

Having visited the site, the planning officer will consider:

- whether the proposal complies with relevant national, strategic and local planning policies
- the effect of the proposal on existing neighbouring developments and on the character of the area
- any representations received, from consultees and interested parties

There are two ways an application can be determined:

- under delegated powers, where the Head of Planning & Countryside is authorised to issue the decision
- at Committee

An application is determined by committee when:-

- an application is called to committee by a member (within 28 days of it appearing on the weekly list)
- an application is submitted on behalf of West Berkshire Council, a council member or a planning officer where 5 or more objections have been lodged
- applications where 10 or more separate objection letters have been received and the recommendation is for approval
- applications that attract a petition of objection of 20 or more separate signatures and the recommendation is for approval
- applications which, in the opinion of the Development Control Manager, it is not prudent to exercise delegated authority OR are of strategic importance

### **The decision**

The decision made will be:

Approval (subject to conditions controlling such things as building materials)

Refusal (with reasons)

After the decision has been made, a decision notice will be sent to the applicant or their agent. If any conditions apply these will be included in the decision notice.

### **Appeals**

If the applicant is not happy with the decision, eg. if it has been refused or if the conditions are not considered acceptable, they may lodge an appeal with the Planning Inspectorate.

More information regarding the planning application process, delegated powers and committees, and speaking at committees available on the West Berkshire Council website [www.westberks.gov.uk/planning](http://www.westberks.gov.uk/planning)