



Pre-Application Meetings

Planning Policy No. 3

Adopted by Marden Parish Council on: 7th January 2020
Reviewed/Amended on: 6th April 2021 / 8th March 2022 / 14th March 2023
Review date: March 2025

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
www.mardenkent-pc.gov.uk
Email: clerk@mardenkent-pc.gov.uk
Parish Council Planning Policy No 3 – Pre-Application Meetings

PLANNING COMMITTEE

PRE-APPLICATION MEETINGS

Meeting with Planning Applicants (developers and individuals)

The meetings of Marden Parish Council (MPC) and its Committees are open to the public (Section 1(1) Public Bodies (Admission to Meetings) Act 1960) and applicants may attend.

Applicants who are submitting planning applications are able to attend an MPC meeting either before submitting an application or when the application is being discussed at an MPC Committee/Full Council meeting. They may address the Council or Committee meeting when they are invited to do so.

The applicant should provide information about the proposed development affecting the Parish area in writing prior to the meeting (or afterwards if requested).

All information provided to MPC will be available to the public. Applicants should not submit any information on a confidential basis.

All information held by MPC about a proposed development is subject to disclosure under the Freedom of Information Act 2000.

Communications and meetings between the applicant and MPC (and employees) prior to a planning application will not bind MPC to making a particular recommendation and/or decision. Any views expressed are, at best, provisional because not all of the relevant information will be available to MPC and formal consultations will not have taken place.

No informal meetings and telephone conversations between an applicant and individual councillors should occur.

The minutes of all MPC Full Council, Committee and Sub-Committee meetings are available on the MBC website (*see MPC Freedom of Information Scheme of Details document*).

It is an offence under Section 1 Bribery Act 2010 for an applicant, or their agent, to promise or give a financial or other advantage to the Parish Council with the expectation of an improper consideration of a planning application. If the applicant is an organisation, for example a charity or company, the Parish Council may request sight of the developer's Anti-Bribery Policy.

Attendance at Maidstone Borough Council (MBC) Pre-Application Meetings

If MPC are invited by MBC to attend a pre-application meeting the attendees will report back to the next available MPC Planning Committee meeting unless MBC explicitly state that it has been held on a confidential basis. In which case, this will be reported to the next available MPC Planning Committee meeting under Part II Confidential session.

Attendance at Developer Information Events

Parish Councillors may be invited by developers to attend public information events. Cllrs attending these events may ask questions but should not make any statements that might be construed as the views of MPC. MPC's views should, instead, be made formally at the appropriate time.