Indicative Wording to use when advising Planning Applicants that the Parish Council will be considering their application

[Dear xx}

The Parish Council will be considering a response to North Northamptonshire Council in respect of your Planning Application for xxxxx [ref: xxxxxxx] at its meeting on xx xxxx 20xx.

All meetings of the Parish Council are open to members of the public, so you may attend the meeting to listen to the Parish Councillors' deliberations should you wish.

Early in the agenda of each meeting is a Public Forum. The structure of this agenda item is stated as: *Members of the public are invited to address the Council, give their views, and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.* You may use this section of the meeting as an opportunity to comment on aspects of your Planning Application should you wish. Councillors may use it as an opportunity to seek further information from you in relation to the Application. Other members of the public may use this section to raise objections or concerns they have in relation to the Application.

There is no requirement for you to attend the meeting, or for you to speak at the meeting, if you do not wish to. The Parish Council will formulate a written response to the Planning Department at North Northamptonshire Council in any case. This response will be published on the Planning Applications portal as a public document.

With kind regards

Xxxxx
Clerk/ Councillor

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