

Clerk: Claire Rankin – Townhead Farmhouse – Melmerby – Penrith – Cumbria - CA10 1HN

Tel: 07709 599 650

Email: melmerbypc@gmail.com

MELMERBY PARISH COUNCIL PLANNING PROTOCOL POLICY

Document History

Notes of changes in updated versions	Version No	Date of approval / adoption
Planning Protocol Policy as initially approved and adopted	1	March 2025

Background

Under the [Town and Country Planning Act 1990, \(Schedule 1, paragraph 8\)](#) Parish Councils have the right to be notified by the local planning authority of all planning permissions, or permissions in principle, made in their constituent area. Melmerby Parish Council exercises this right, in order to ensure representation regarding planning matters is received by the Planning Authority from residents of the Parish. At present, the body responsible for planning applications in Melmerby Parish is Westmorland and Furness Council.

Whilst Melmerby Parish Council has no legal powers in relation to planning, any response submitted by the Parish Council must be considered by the Planning Authority. If the response submitted by the Parish Council differs from that of the Planning Officer, an application will automatically be referred to the Planning Committee. It should be noted that the response of the Parish Council carries no greater weight than that of individuals' responses, and as such residents of the Parish are encouraged to submit their own comments directly to the Planning Authority.

Summary

This procedure sets out how the Parish Council considers planning matters on which it is consulted by the Planning Authority. It takes into account that the consultation period for planning applications is 21 days, which means that not all planning applications can be considered by the Parish Council at its scheduled meetings.

Protocol

On receipt of a planning application from the Planning Authority, the Clerk shall take the following actions;

- Circulate details of the application, including a link to the planning portal, to all Parish Councillors.
- Post details of the application to the Parish Council website.
- Ensure a copy of the Standard Planning Letter for Neighbours (appendix 1) is issued to each of the identified neighbours.
- Ensure a copy of the Standard Planning Letter for Applicants (appendix 2) is issued to the applicant.

Responses to planning applications shall be decided in one of the following ways;

- If there is an Ordinary Parish Council Meeting scheduled to meet before the end of the consultation period then the Clerk will place the matter on the agenda for that meeting and any decision will be taken at the meeting.
- If the deadline for responses to the application falls close to the date of an Ordinary Parish Council meeting, the Clerk will liaise with the Planning Authority to agree an extension. If this is granted, the Clerk will place the matter on the agenda for that meeting and any decision will be taken at the meeting.
- If the deadline for responses falls before the next Ordinary Parish Council meeting, and cannot be extended, ordinarily an Extraordinary Meeting of the Parish Council shall be called by the Chair of the Council, in accordance with Standing Order 7. The Clerk will place the matter on the agenda for the extraordinary meeting and any decision will be taken at the meeting.
- In circumstances where it is not possible to call a quorate Extraordinary Meeting, Councillors will communicate their individual responses directly to the Clerk, who will collate and summarise a response accordingly, in conjunction with the Chair. This will be circulated for approval by all Councillors prior to submission to the Planning Authority.

Appendix 1 – Standard Planning Letter for Neighbours

MELMERBY PARISH COUNCIL

Clerk: Mrs Claire Rankin
Townhead Farmhouse
Melmerby
Penrith
CA10 1HN
Tel: 07709599650
Email: melmerbypc@gmail.com
Website: melmerby.org.uk

M

Address

Dear M

Melmerby Parish Council has recently received a planning application in the Parish, for which you are identified as a neighbour. The application number is and is located at for .

The Parish Council does not have any decision-making powers in relation to planning, but the Planning Authority (Westmorland and Furness Council) is obliged to take any response submitted under consideration. This application will be discussed at the upcoming meeting of Melmerby Parish Council, to be held on , at 7.30pm, at Melmerby Village Hall.

The Parish Council welcomes input from all residents in order to formulate a response to the Planning Authority. As a member of the public, you are very welcome to attend the meeting and contribute during the public participation item on our agenda.

Parish Clerk:

Claire Rankin melmerbypc@gmail.com

Councillors:

David Bardsley (Chair) davidbardsley.mpc@gmail.com

Chris Jones (Vice-Chair) chrisjones.mpc@gmail.com

Gary Fletcher garyfletcher.mpc@gmail.com

Bill Burford billburford.mpc@gmail.com

Dougie Bell dougiebell.mpc@gmail.com

As with all planning applications, residents are also encouraged to respond directly to the Planning Authority, should they have any comments. Further details of the application and how to respond can be found at .

Yours

Claire Rankin, Parish Clerk

On behalf of Melmerby Parish Council

MELMERBY PARISH COUNCIL

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Townhead Farmhouse
Melmerby
Penrith
CA10 1HN
Tel: 07709599650
Email: melmerbypc@gmail.com
Website: melmerby.org.uk

M

Address

Dear M

Melmerby Parish Council has recently received details of a planning application in the Parish, submitted by yourself to Westmorland and Furness Council. The application number is and is located at for .

The Parish Council does not have any decision-making powers in relation to planning, but the Planning Authority (Westmorland and Furness Council) is obliged to take any response submitted under consideration. This application will be discussed at the upcoming meeting of Melmerby Parish Council, to be held on , at 7.30pm, at Melmerby Village Hall.

The Parish Council welcomes input from applicants when considering the response to the Planning Authority. You are very welcome to attend the meeting and contribute during the public participation item on our agenda.

Parish Clerk:

Claire Rankin melmerbypc@gmail.com

Councillors:

David Bardsley (Chair) davidbardsley.mpc@gmail.com

Chris Jones (Vice Chair) chrisjones.mpc@gmail.com

Gary Fletcher garyfletcher.mpc@gmail.com

Bill Burford billburford.mpc@gmail.com

Dougie Bell dougiebell.mpc@gmail.com

Yours

Claire Rankin

Parish Clerk

On behalf of Melmerby Parish Council