

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



I

### **PLANNING CONSULTATIVE COMMITTEE**

### **PROTOCOL FOR PRE-APPLICATION PLANNING PRESENTATIONS**

#### **Background**

Councillors continue to express an interest in being informed, and where appropriate, becoming involved in pre-application discussions.

In light of this, Bidford-on-Avon Parish Council has prepared this protocol for the conduct of its councillors on planning matters. The protocol endorses engagement but there is a need for further guidance for councillors on what information they can expect from the applicants and how they can respond, including presentation and discussion at the Planning Consultative Committee. This protocol sets out these matters.

#### **Recording and sharing information**

All formal requests for pre-application advice will be recorded and published on a list. In accordance with the planning calendar, a list of registered requests for pre-application advice will be circulated to all members of the council by email, with the following information:

- Name of the applicant and agent;
- Site address; and
- Description of the development proposed.

The list will state its purpose of bringing to councillors' attention pre-application requests.

## **Individual Councillor Involvement**

Individual councillor involvement should be avoided in the interests of protecting that individual from perceived irregularities. The process should be open at all times and conducted in a public forum.

All Members of the Planning Consultative Committee will need to ensure that any involvement on a planning matter does not signal that any individual councillor has predetermined the matter, they must remain open minded to the issues relevant to a case up until the point of decision.

If a councillor has predetermined a planning matter, the councillor should take no part in the decision making process.

## **Planning Consultative Committee**

Pre-applications should be presented to the Planning Consultative Committee during the pre-registered slot at the beginning of the meeting, or as a last resort, during Public Participation. A presentation can be made based on a number of factors, such as a request from an applicant/agent or ward member.

In the event that the number of pre-applications received is more than two, the decision on which presentations will be made first, and which are postponed, will be at the discretion of the Chairman of the Consultative Planning Committee in consultation with the Clerk.

The Parish Council will inform the applicant/agent that their request to present pre-application proposals to the Planning Consultative Committee has been agreed.

The Parish Council will publish all requests for pre-application presentations to the Planning Committee in the same way as planning applications.

If agreed, the pre-application details will become publically available at the time that the agenda is published.

## **Planning Consultative Committee Involvement**

Once it has been agreed that a pre-application matter is to be reported to the Planning Consultative Committee, the developer will be invited to make a presentation to describe the proposal at the committee meeting.

If accepting the invitation, the developer will be asked to ensure that any presentation is limited to a set time of no more than 10 minutes.

Prior to formal submission of a planning application, the responsibility to undertake pre-application consultation is with the applicant/agent. The applicant/agent will be encouraged to consult local residents prior to making any submission but cannot be made to do so.

At the start of the presentation the Chairman of the Planning Consultative Committee will make it clear that members should listen to the presentation, identify issues that the developer should consider further, represent community interests and ask questions.

However, it will not be possible for members to enter into negotiations or express a view which would indicate that they have predetermined any future planning submission. Members of the Planning Consultative Committee will need to balance all material considerations before reaching a formal decision on an application.

If at any point the applicant/agent presses for a view or seeks to negotiate with members, the Clerk to the Parish Council will remind everyone present of the protocol and procedures in the pre-application process.

The Clerk will make a note of the presentation and subsequent discussion which will be recorded in the published minutes. The applicant/agent should provide the Clerk with any presentation material to assist with this.

Clerk to the Parish Council  
10<sup>th</sup> March , 2014