

TENBURY TOWN COUNCIL



PROTOCOL ON PRE-APPLICATION MEETINGS FOR DEVELOPMENT

GUIDANCE FOR COUNCILLORS AND DEVELOPERS

1.0 INTRODUCTION

- 1.1 Tenbury Town Council recognises that pre-application discussions play an important role in planning applications and welcomes the desire of many developers to consult both the Town Council and the public more widely.
- 1.2 The Town Council, however, is also aware of the importance of public perception in planning and the critical need to avoid any appearance that the Council is conducting secretive negotiations or colluding with developers.

2.0 PREDETERMINATION

- 2.1 In all meetings with developers Members are reminded of the critical importance of not predetermining their position on any future application, as this could require them to take no part in the discussion. It is noted that expressing a predisposition, for example of either '*welcome in principle*' or '*concerns*' is permissible.

3.0 INDIVIDUAL MEMBERS' DISCUSSIONS

- 3.1 Individual Members may be approached by developers for informal discussion of possible future applications. Whilst it is left to the individual judgement of Members whether to take part in such discussion based on the nature and likely level of controversy of the application, they are advised:
- i. To carefully consider the public perception of such meetings.
 - ii. To avoid any appearance of collusion in applications likely to cause controversy.
 - iii. To avoid accepting hospitality in connection with such meetings.
 - iv. To advise the Chair, and where possible the Council, of such meetings.
- 3.2 Members must not purport to be representing the Council at such meetings unless expressly authorised to do so by the Council.

4.0 PRE-APPLICATION BRIEFINGS

- 4.1 The Council is, in general, willing to hold meetings with developers prior to public consultation on the following two conditions:
- i. Full public consultation is either already scheduled or firmly planned.
 - ii. The meeting is open to the public to attend and has been reasonably advertised.
- 4.2 The policy of the Council is not to hold private meetings with developers unless there is a necessary and compelling reason that could be justified to

the public for example a strong commercial sensitivity, where a developer wishes to receive an initial steer before deciding whether to progress.

5.0 PRE-APPLICATION PUBLIC CONSULTATIONS

5.1 The Council strongly encourages developers to carry out full public consultation before submitting plans for major developments, on the following basis:

- i. An accessible and convenient venue.
- ii. Sufficient publicity to likely interested parties, in good time.
- iii. Appropriate timings to allow as wide a range of people as possible to attend.
- iv. A genuinely open mind and willingness to adapt plans in response to feedback.

5.2 In general Members are advised **not** to attend separate private briefings as part of public consultation, but instead to attend with the public.

Signed: S. Perry

Chair
Tenbury Town Council

This protocol agreed and adopted at the Town Council meeting held on 9th July 2018.