



Development Proposals Presentation Protocol (adopted 17th February 2017)

Guidance from the Local Government Association proposes “the engagement of local Councillors as leaders of the community is vital in the delivery of positive outcomes from the planning process.” It is therefore important that elected members are engaged at an early stage in development proposals to identify whether the proposal is likely to be broadly acceptable or not, and draw out any key issues that could usefully be addressed and resolved before an application is submitted.

This protocol clarifies when development proposals can be presented to members of Cabinet, the Chair and Vice Chair of Planning Committee, Ward Members and the Planning Committee at formal meetings specifically convened for this purpose. The type of development suitable would be large scale developments or those of major strategic importance, which will represent a major contribution to delivery of the Local Development Framework (LDF).

Presentation meetings will be conducted as follows:

1. Schemes will be selected by the Head of Regulatory Services or Planning Manager and in consultation with the Chairman of the Planning Committee. A developer may approach the Head of Regulatory Services to make a request for a presentation only once a request for pre-application advice or planning application has been submitted.
2. As the resources of the local authority are limited and elected members have busy schedules it may not be possible to agree to every request.
3. It is at the discretion of the Head of Regulatory Services whether the applicant is charged a fee to cover the reasonable costs of convening the meeting.
4. The developer or applicant will be approached proposing or confirming that they provide a presentation outlining the scheme.
5. All presentation resources used must be provided by the applicant in advance of the presentation to a senior planning officer and if necessary a legal adviser, to ensure that it will not mislead Members and to check for accuracy. Timings for specific parts of the presentation will also be required to assist the Chairman in monitoring the progress of the presentation.
6. Developers may wish to propose other community representatives who may wish to attend the meeting, any such requests will be at the discretion of the Chairman.
7. Meetings will be held at an alternative venue associated with the application at the discretion of the Chairman.
8. A senior officer (usually the Head of Regulatory Services or Development Control Manager) will introduce the purpose of the meeting and advise how it will be conducted. The Chairman of Planning Committee will then Chair the meeting.
9. Introductions will then be made.
10. The developer will present their proposal.

11. Members will then have the opportunity to ask questions, seek clarification, and make suggestions, but care will need to be taken that personal views are not expressed.
12. The meeting will be informal and no decisions will be taken. Any views expressed by councillors at the meeting will not bind them to a decision on any subsequent planning application that is submitted for the development;
13. The Chair will then conclude the meeting.
14. The meeting should not exceed two hours with a maximum of one hour being reserved for the presentation of the application.
15. Members may advise officers of any concern they have with the proposal and any elements which they feel would benefit from negotiation with the developer. They will then be guided by professional officers as to what negotiations would be reasonable and align with LDF policy. Negotiations will be undertaken by professional officers only.
16. A planning officer will record the meeting and take a note of all present, plus any issues identified. Officers will take appropriate follow up action. The note of the meeting and presentation materials will be made public.
17. The involvement of Members will be recorded in any subsequent Committee Report.

Members should have regard to the Council's *Guidance for Members and Officers Dealing with Planning Matters – A Local Code of Good Practice* when attending development application presentations or entering in to discussions with developers.