

Guidance in relation to the Procedure of Great Notley Parish Council in dealing with early consultation in relation to a prospective planning application

Great Notley Parish Council recognises that Developers may wish to consult with the Parish Council at the pre-application stage of the planning process or early within the planning process. Indeed it is noted that the National Planning Policy Framework reinforces such consultation. Whilst recognising the benefits of such communication, the Parish Council is mindful of the obligations within the Localism Act 2011 which require Councillors to act without bias and to approach issues without a predetermined view.

Thus in order to act in a fair way and to comply with Councillors obligations the Parish Council has agreed a procedure in the case where a developer wishes to consult with the Parish Council.

1. Any approach from a Developer should be to the Clerk who will acknowledge the approach and Councillors will not enter into any communication with the Developer.
2. The Developer will be invited to attend a Parish Council meeting where they may make a presentation within the public session of that meeting. Thus such presentation will be in the public forum and a note of the presentation will be included in the minutes.
3. The Developer will be advised of the time limit that his or her representative has to present at the meeting.
4. Councillors may ask questions but no views will be expressed or decisions made so as to comply with the duty not to be predetermined upon an issue. If any members of the public are in attendance at the meeting they may only ask questions if permitted to do so by the Chairman.

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