

Policy 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 may be invited to attend a Parish Council meeting or may be permitted to attend such a meeting where they may be permitted to 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 such time limit to be at the discretion of the Parish Council Chairman.
4. In circumstances where the developer has yet to draw up substantive plans and is seeking initial feedback on the potential for the development of an areas and the requirements for the area Councillors will be permitted to summarise the particular needs of the Parish but must not provide a view on how they would subsequently view a formal planning application.
5. In circumstances where the developer has launched a formal public consultation prior to the submission of a planning application the appropriate forum for Councillors to seek further information will be at such an external consultation event. It should be noted that in attending such an event no views should be expressed to the developer or others by the Councillor.
6. In the event that a developer addresses the Parish Council during a pre-application consultation period, questions may only be asked by Councillors at the discretion of the Chairman and via the Chairman and no views will be expressed or decisions made so as to comply with the duty not to be predetermined upon the issue.
7. If any members of the public are in attendance at the meeting, they may not ask questions directly of the developer but may only ask questions if permitted to do so by the Chairman and such questions must be directed to the Chairman of the meeting.

Approved by the Parish Council at its meeting held on 6th December 2021

Reviewed 15th May 2023, 16th June 2025

Date of policy review – May 2027