



**TEWKESBURY TOWN COUNCIL**

**PLANNING PRE-APPLICATION DISCUSSIONS POLICY**

**Adopted at the Full Council Meeting on 9<sup>th</sup> July 2018**



## Amendment and Version History

Responsible Committee: Planning

Version: Final 1.1

Publication Date: N/A

Last review date: November 2021

Next review date: November 2024

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 0.1	Cllr S. Raywood	Initial version based on similar policies adopted by Michaelstow Parish Council and Newent Town Council	Planning 30/05/2018 Item 8	30/05/2018
FINAL 1.0	Cllr S. Raywood	First Adoption Version	18/19-186	17/09/2018
FINAL 1.1	Cllr S. Raywood	Small corrections for clarity	N/A	27/10/2021 (PC) 8/11/2021 (FC)

## 1. Introduction:

- 1.1 Tewkesbury Town Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of many developers to consult both the Council and the public more widely. Good engagement with developers should ensure that communities have a genuine opportunity to have their say in shaping development proposals prior to submission of a planning application. Tewkesbury Town Council 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. Tewkesbury Town Council's involvement in pre-application discussions:

### 2.1 **As a statutory consultee in the planning process, the Town Council should be involved in the pre-application process for the following reasons:**

- It has a good understanding of its area and the community.
- It is keen to ensure growth within the Parish is of the right type and in the right location.
- It provides an advocacy role for its residents, effectively representing their views when they feel they are unable to.
- The Town Council may be a party to Section 106 negotiations on community assets required for the Parish. The Town Council may also be a recipient of an element of New Homes Bonus and Community Infrastructure Levy.

## 3. Pre-determination:

- 3.1 In all meetings with developers, members must be mindful of the critical importance of not pre-determining their position on any future application, as this could require them to take no part in the discussion. It is noted, however, that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns' is permissible.

## 4. Pre-application discussions/briefings:

- 4.1 Pre-application discussions will consist of a presentation to either the Planning Committee and/or the Full Council Meeting. Before a pre-application presentation to the Full Council Meeting, there should be an initial representation from the developer to the Planning Committee. Individual Councillors, on being approached directly by a developer, should refrain from expressing a view that could be thought of as the view of the Town Council.
- 4.2 **Tewkesbury Town Council is, in general, willing to hold meetings with developers before public consultation on the following conditions:**
- Full public consultation is either already scheduled or firmly planned.
  - Meeting notes are published.
  - A genuinely open mind and willingness to adapt plans in response to feedback.

- Where possible the meeting is open to the public to attend and has been reasonably advertised.
  - The developer meets all reasonable costs for the hosting of the public meeting including the provision of large-scale paper plans for display purposes.
- 4.3 The Town Council is mindful of its duties under the Freedom of Information Act 2000 and the need to ensure that as much information as possible is available to the public. The Town Council understand there may sometimes be a need for developers to seek confidential discussions with the Town Council. 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). All councillors should be informed about these discussions and should have the opportunity to attend the meeting.

## **5. Pre-application public consultations:**

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

- An accessible and convenient venue.
  - Sufficient publicity to likely interested parties, in good time.
  - Appropriate timings to allow as wide a range of people as possible to attend.
  - A genuinely open mind and willingness to adapt plans in response to feedback.
- 5.2 In general, Councillors are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public.

## **6. Individual Councillor's discussions:**

- 6.1 Councillors must be aware of their obligations under the Council's Code of Conduct.
- 6.2 Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint about a potential breach of the code.
- 6.3 If it is considered that a site meeting is needed with the developer then individual Councillors are strongly advised to attend with other agencies (i.e., highways, officers from the Local Planning Authority) or the clerk and not on their own.