

## **Protocol for Pre-Planning Application Discussions**

Members of Bishop's Itchington Parish Council may agree to meet informally with a developer pre-planning application to find out more about their proposal, its impact on the local community and any subsequent planning obligations, subject to the following conditions:

- Prior to the meeting, the developer must provide written information about the proposed development to the parish council.
- The meeting, any discussions at that meeting, and/ or subsequent communications are without prejudice.
- Views expressed by councillors during the meeting are their own personal views and do not represent the view of the parish council.
- Information held by the parish council is subject to disclosure under FOI Act 2000. Therefore any information which the developer considers to be confidential should be identified as such prior to the meeting and the reasons explained in writing. If there is a legitimate reason for confidentiality, the parish council will keep a separate written record of the confidential and non-confidential issues.
- The meeting will be arranged and attended by the clerk to the council and will be minuted. Minutes will be circulated to councillors and the developer. The minutes will be subject to disclosure under FOI.
- A report of the meeting, including a summary of the discussion, will be included as an agenda item at the next full parish council meeting. The agenda and minutes of the parish council meeting will be published on the council's website along with a copy of the report.
- The developer may attend the parish council meeting at any time and speak during the public forum if they wish to do so.
- The council will make a formal response to the proposal only after a formal planning application has been received and considered by the full council at a parish council meeting.
- All correspondence, including emails, will be via the clerk to the council and will be subject to disclosure under FOI.
- All telephone conversations between a developer and the council will be documented and subject to disclosure under FOI.
- It is an offence under Section 1 of the Bribery Act 2010 for a developer or his agent to give a financial or other advantage to a local council with the expectation of an improper consideration of a planning application.