



POLICY FOR PRE PLANNING APPLICATION MEETINGS (DEVELOPERS AND INDIVIDUALS)

Agreed at Loose Planning Committee Meeting 22 April 2024

Objective.

To promote benefit for the Loose parish community within the Planning Framework.

Statutory and Regulatory

- The meetings of Loose Parish Council (LPC) and its Committees are open to the public (Section 1(1) Public Bodies (Admission to Meetings) Act 1960) and applicants may attend
- The minutes of all LPC Full Council and Planning Committee meetings are available on the LPC website (see LPC Freedom of Information Scheme policy).
- LPC representatives at meetings must adhere to the Council's code of conduct and regulations.
- All information held by LPC about a proposed development is subject to disclosure under the Freedom of Information Act 2000.
- It is an offence under Section 1 Bribery Act 2010 for an applicant, or their agent, to promise or give a financial or other advantage to the Parish Council with the expectation of an improper consideration of a planning application. If the applicant is an organisation, for example a charity or company, the Parish Council may request sight of the developer's Anti-Bribery Policy.

Policy

- Applicants submitting planning applications are able to attend a LPC meeting either before submitting an application or when the application is being discussed by LPC. They may address the LPC by request and shall be invited to speak.
- Applicants should be asked provide information about the proposed development affecting the Parish area in writing prior to the meeting.
- Information provided to LPC for such a meeting will be available to the public. LPC will not accept information on a confidential basis.
- Communications and meetings between the applicant and LPC (and employees) prior to a planning application will not bind LPC to making a particular recommendation and/or decision.
- No informal meetings and telephone conversations between an applicant and individual councillors should occur. It is recognised that informal contact may occur at events organised by third parties. On such occasions discussion should be confined to the content of the event itself and the exchange of factual information.
- If matters for discussion require a separate meeting held in private (eg at a developer's premises) LPC shall be represented by a minimum of two Councillors. A member of the LPC Office shall also attend. The LPC Office shall be responsible for



liaising with the applicant to make arrangements for such meetings and making a written record of the meeting.

- In some instances development proposals can be very emotive to the community. If considered of such a magnitude the Planning Committee may recommend that a public meeting is called.
- LPC representatives should use meetings to clarify their understanding of developers' proposals.
- In meetings LPC representatives may not commit LPC to any decision or course of action without prior approval by LPC.
- In meetings LPC councillors must take care not to adopt a position or express a view that may be construed as pre-determining their consideration of any planning application.

Attendance at Maidstone Borough Council (MBC) Pre-Application Meetings

- If LPC are invited by MBC to attend a pre-application meeting the attendees will report back to the next available LPC Planning Committee meeting unless MBC explicitly state that it has been held on a confidential basis. In which case, this will be reported to the next available LPC Planning Committee meeting under Part II Confidential session.

Attendance at Developer Information Events

- Parish Councillors may be invited by developers to attend public information events. Cllrs attending these events may ask questions but should not make any statements that might be construed as the views of LPC. LPC's views should, instead, be made formally at the appropriate time.