

DRAFT SITE VISIT PROTOCOL - PROPOSED

~~Development Control~~ Planning Committee
Post Committee Site Visit Protocol

Procedure On Site:

The following procedural rules will be observed in the holding of all ~~Development Control~~ Planning Committee ("Committee") Site ~~V~~visits:

1. Officers will arrange the Site Visit in accordance with relevant parties. There is no right to enter on private land without permission of the land owner. Where appropriate, officers will obtain permission from the land owner or their agent for those invited to attend the Site Visit to enter the land. If permission is not given the Members and Officers and other interested parties to enter, the site will have to be viewed from the public highway/areas.
2. The Chair (or Vice Chair) will control proceedings throughout.
3. The Chair will explain the purpose of the Site Visit is to obtain information relevant to the determination of the application. They will summarise the proceedings and the constraints as set out below.
4. The Chair will introduce the Planning Officer who will describe the proposals to Members with reference to features on the ground and the submitted plans and summarise the relevant issues and material considerations.
5. Other officers may be present to provide other specialist/expert advice/information where relevant (eg Highways Engineers or Environmental Health Officers).
6. One representative from the relevant Town/Parish Council will be invited to attend. However, their attendance is merely in an observing role. No statements or representations shall be made.
7. At no point during the site visit will debate or comment on the planning merits or otherwise of the proposal be permitted, as the proper time for such debate/comment is at the relevant meeting of the Committee.
8. Ward Councillors will be permitted to make representations at the relevant meeting of the Committee.
9. During the Site Visit no separate discussions regarding the application must take place with officers or Members and either applicants, objectors or supporters.
10. No hospitality will be accepted by officers and Members from the applicant or any other interested party present at the Site Visit.

11. The Chair (or Vice Chair) will conclude the Site Visit. No indication of the views of Members or the likely outcome of the Committee's deliberations will be given. To do so might imply that a Member's mind is already made up.
12. If Members require further information or clarification of any aspect of the development, the officer(s) attending the Site Visit will be asked to ensure that such information is available by the time the application is considered by Members at the relevant meeting of the Committee.

A copy of this Protocol will be issued to all those Members attending the Site Visit