



Pillerton Hersey Parish Council
Pre-Planning Application Protocol

Date adopted	22 June 2021
Reviewed	19 May 2026
Next review due	May 2027

Background

The National Planning Policy Framework (NPPF) encourages developers to liaise with the local planning authority and others before submission of a planning application.

About this protocol

This document sets out the protocol for members of Pillerton Hersey Parish Council in the event that they meet a developer in the pre-planning context. The purpose of such an informal meeting would be to find out more about the proposal, its impact on the local community and any subsequent planning applications.

Protocol

Any informal pre-planning application meeting with a developer is subject to the following conditions:

- Prior to the meeting, the developer must provide written information about the proposed development to the parish council. A copy will be kept of all written briefing or presentation material.
- 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 and they will not bind the council to making a particular decision.
- Information held by the parish council is subject to disclosure under the Freedom of Information (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.
- Councillors must be aware of their obligations under the Council's Code of Conduct. Individual Councillors must not enter into informal discussions of possible future applications with a developer; to do so may lead to a complaint for a potential breach of the code.
- 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) and/or the Clerk and not on their own.
- 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.