

# **PROTOCOL FOR PLANNING COMMITTEE & AREA DEVELOPMENT CONTROL COMMITTEE SITE INSPECTIONS**

**This protocol relates to site inspections made by any of the Council's Planning Committees in connection with the carrying out of functions of the Local Planning Authority. It includes site inspections concerning Tree Preservation Orders and related matters.**

## **1. Criteria for agreeing to a Committee site inspection:**

- Illustrative material is insufficient to convey the issues
- A judgement is required on visual impact
- The setting and surroundings are relevant to the determination or to the conditions being considered
- It is necessary to experience similar/comparable conditions at another location/sites.

(Note – any Member of the Committee may request a site visit but the reasons relating to the above criteria must be stated. Site visits will not be agreed to lightly, a majority vote will decide).

## **2. Who may be present and take part in the proceedings:**

- All Committee Members; (unless the Committee decide to delegate to a smaller number to include Chairman, Vice-Chairman and local Ward members, plus other nominated members);
- Relevant officers (including Highways Authority if necessary);
- ONE representative of the Parish/Town Council; (with the consent of the landowner, if necessary).

**GENERAL ONLOOKERS, SUPPORTERS AND OBJECTORS WILL NOT BE ALLOWED TO PARTICIPATE.**

(Notes – the applicant/agent may be present but CANNOT address the Committee direct. If the Committee require information from the applicant this will be via the officers. Members are advised to hear representations from other parties after the meeting has been formally closed.)

## **3. Conduct of Inspections:**

- Inspections will be conducted in a formal manner
- Chairman or Vice-Chairman will open the proceedings and advise members of the purpose and conduct
- Officers will highlight the issues relevant to the site inspection
- Local Ward Members will be asked to highlight local issues relevant to the site inspection
- Parish/Town Council representative will be asked to highlight factual information relevant to the site inspection AND TO CONFIRM that this information is the view of the Parish Council NOT of an individual
- Other Members/Officers to ask questions and make observations as to the physical characteristics and surroundings
- Chairman/Vice Chairman to close proceedings.

## **4. General Matters**

- There will be no debate about the merits of the application
- No formal notes will be made, the officer will orally update the Committee on the site inspection, when it next meets to consider the application
- NO hospitality will be accepted.

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