

PART 5 - Protocol for Councillors and Officers on Dealing with Planning Matters (including site inspections)

1. Introduction

This protocol clarifies how councillors can get involved in planning discussions on plan making and on applications, on behalf of their communities in a fair, impartial and transparent way.

It has been written for officers and councillors of Malvern Hills District Council and is based very largely on the Local Government Association (LGA) and Planning Advisory Service (PAS) guidance ***“Probity in planning for councillors and officers”***. Councillors should also be familiar with the Council Code of Conduct and guidance.

Planning has a positive and proactive role to play at the heart of local government. It helps councils to stimulate growth whilst looking after important environmental areas. It can help to translate goals into action and positive outcomes for the community at large. It balances social, economic and environmental needs to achieve sustainable development.

The planning system works best when officers and councillors involved in planning understand their respective roles and responsibilities, and the context and constraints in which they operate. Planning decisions involve balancing many competing interests. In doing this, decision makers need an ethos of decision-making in the wider public interest on what can be controversial proposals. It is recommended that councillors should receive regular training on code of conduct issues, interests and predetermination, as well as on planning matters.

2. Background

In 1997, the Third Report of the Committee on Standards in Public Life (known as the Nolan Report) resulted in pressures on councillors to avoid contact with developers in the interests of ensuring probity. In today's place shaping context, early councillor engagement is encouraged to ensure that proposals for sustainable development can be harnessed to produce the settlements that communities need.

This protocol is intended to reinforce councillors' community engagement role whilst maintaining good standards of probity that minimizes the risk of legal challenges. Planning decisions are based on balancing competing interests and making an informed judgement against a local and national policy framework.

Decisions can be controversial. The risk of controversy and conflict are heightened by

the openness of a system which invites public opinion before decisions are taken regarding the preparation of a development plan or in relation to development control (decisions on planning applications) Nevertheless, it is important that the decision-making process is open and transparent.

One of the key aims of the planning system is to balance private interests in the development of land against the wider public interest. In performing this role, planning necessarily affects land and property interests, particularly the financial value of landholdings and the quality of their settings. Opposing views are often strongly held by those involved.

Whilst councillors must take account of these views, they should not favour any person, company, group or locality, nor put themselves in a position where they may appear to be doing so. It is important, therefore, that planning authorities make planning decisions affecting these interests openly, impartially, with sound judgement and for justifiable planning reasons. The process should leave no grounds for suggesting that those participating in the decision were biased or that the decision itself was unlawful, irrational or procedurally improper.

This protocol is not intended to be prescriptive. Local circumstances may provide reasons for local variations of policy and practice. Every council should regularly review the way in which it conducts its planning business. This protocol refers mainly to the actions of the Area Planning Committees as the principal decision-making forums on planning matters. It is recognised, however, that authorities have a range of forms of decision making, for example officer delegations and full council.

This protocol applies equally to these alternative forms of decision-making. Indeed, it becomes very important if the full council is determining planning applications referred to it, or adopting local plans and other policy documents, that councillors taking those decisions understand the importance of this guidance. The protocol also applies to councillor involvement in planning enforcement cases or the making of compulsory purchase orders.

3. Role and conduct of councillors and officers

Councillors and officers have different but complementary roles. Both serve the public, but councillors are responsible to the electorate, whilst officers are responsible to the council as a whole. Officers advise councillors and the council and carry out the council's work. They are employed by the council, not by individual councillors. A successful relationship between councillors and officers will be based upon mutual trust, understanding and respect of each other's positions.

Both councillors and officers are guided by codes of conduct. The 2011 Localism Act sets out a duty for each local authority to promote and maintain high standards of conduct by councillors and to adopt a local code of conduct. The Malvern Hills District Council adopted code is consistent with the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. It embraces the standards central to the preservation of an ethical approach to council business,

including the need to register and disclose interests, as well as appropriate relationships with other councillors, staff, and the public.

Staff who are chartered town planners are subject to the Royal Town Planning Institute (RTPI) Code of Professional Conduct, breaches of which may be subject to disciplinary action by the Institute. Many authorities will have adopted a code of conduct for employees and incorporated those or equivalent rules of conduct into the contracts of employment of employees.

In addition to these codes, a council's procedure rules set down rules which govern the conduct of council business. Councillors and officers should be cautious about accepting gifts and hospitality and should exercise their discretion. Any councillor or officer receiving any such offers should take account of the local protocol contained within the Council's Constitution.

Employees must always act impartially and in a politically neutral manner. The Local Government and Housing Act 1989 enables restrictions to be set on the outside activities of senior officers, such as membership of political parties and serving on another council. Councils should carefully consider which of their officers are subject to such restrictions and review this regularly. Officers and serving councillors must not act as agents for people pursuing planning matters within their authority even if they are not involved in the decision making on it.

Whilst the determination of a planning application is not a 'quasi-judicial' process (unlike, say, certain licensing functions carried out by the local authority), it is a formal administrative process involving the application of national and local policies, reference to legislation and case law as well as rules of procedure, rights of appeal and an expectation that people will act reasonably and fairly. All involved should remember the possibility that an aggrieved party may seek a Judicial Review and/or complain to the Local Government Ombudsman on grounds of maladministration or a breach of the code.

4. Registration and disclosure of interests

Chapter 7 of the 2011 Act places requirements on councillors regarding the registration and disclosure of their pecuniary interests and the consequences for a councillor taking part in consideration of an issue in the light of those interests.

The definitions of disclosable pecuniary interests (DPI) are set out in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. A failure to register a disclosable pecuniary interest within 28 days of election or co-option or the provision of false or misleading information on registration, or participation in discussion or voting in a meeting on a matter in which a councillor or co-opted member has a disclosable pecuniary interest, are criminal offences.

If you have any doubts whatsoever about your interests the Monitoring Officer is available to provide advice, but this should be sought well in advance of any meeting. Ultimately, responsibility for fulfilling the requirements rests with each councillor.

The provisions of the Act seek to separate interests arising from the personal and private interests of the councillor from those arising from the councillor's wider public life. Councillors should think about how a reasonable member of the public, with full knowledge of all the relevant facts, would view the matter when considering whether the councillor's involvement would be appropriate.

The code of conduct sets out what interests need to be disclosed. All disclosable interests should be registered and a register maintained by the Monitoring Officer is made available to the public. Councillors should also disclose that interest orally at the committee meeting when it relates to an item under discussion.

A councillor must provide the Monitoring Officer with written details of relevant interests within 28 days of their election or appointment to office. Any changes to those interests must similarly be notified within 28 days of the councillor becoming aware of such changes.

A disclosable pecuniary interest relating to an item under discussion requires the withdrawal of the councillor from the committee. In certain circumstances, a dispensation can be sought from the appropriate body or officer to take part in that particular item of business.

If a councillor has an other disclosable interest (ODI), he or she should disclose that interest, but then may in certain circumstances speak and vote on that particular item. This includes being a member of an outside body; mere membership of another body does not constitute an interest requiring such a prohibition.

It is always best to identify a potential interest early on. If a councillor thinks that they may have an interest in a particular matter to be discussed at an area planning committee or other meeting where a planning matter is to be discussed he or she should raise this with the Monitoring Officer as soon as possible.

See Appendix 1 - ***Declaring Interests at Meetings*** for a flowchart of how councillors' interests should be handled.

5. Predisposition, predetermination, or bias

Members of a planning committee, Local Plan steering group (or full Council when the local plan is being considered) need to avoid any appearance of bias or of having predetermined their views before taking a decision on a planning application or on planning policies.

The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave the committee's decision susceptible to challenge by Judicial Review.

Clearly expressing an intention to vote in a particular way before a meeting (predetermination) is different from where a councillor makes it clear they are willing to

listen to all the considerations presented at the committee before deciding on how to vote (predisposition). The latter is alright; the former is not and may result in a Court quashing such planning decisions.

Section 25 of the Act also provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter. This reflects the common law position that a councillor may be predisposed on a matter before it comes to Committee, provided they remain open to listening to all the arguments and changing their mind in light of all the information presented at the meeting.

Nevertheless, a councillor in this position will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that the councillor was biased. For example, a councillor who states “Windfarms are blots on the landscape and I will oppose each and every windfarm application that comes before the committee” will be perceived very differently from a councillor who states: “Many people find windfarms ugly and noisy and I will need a lot of persuading that any more windfarms should be allowed in our area.”

If a councillor has predetermined their position, they should withdraw from being a member of the decision-making body for that matter. This would apply to any member of the Area Planning Committee who wanted to speak for or against a proposal, as a campaigner (for example on a proposal within their ward).

6. Development proposals submitted by Councillors, Officers and Council Development

Proposals submitted by serving and former councillors, officers and their close associates and relatives can easily give rise to suspicions of impropriety. Proposals could be planning applications or local plan proposals. Such proposals must be handled in a way that gives no grounds for accusations of favouritism. If proposals are submitted by councillors and planning officers, the following should apply:

- if they submit their own proposal to their authority they should play no part in its consideration;
- the councillor or planning officer should notify the council’s Director of Planning and Infrastructure and the Monitoring Officer in writing of their proposal before it is submitted formally;
- such proposals will be reported to committee and not dealt with by officers under delegated powers.

A councillor would undoubtedly have a disclosable pecuniary interest in their own application and should not participate in its consideration. They do have the same rights as any applicant in seeking to explain their proposal to an officer, but the

councillor, as applicant and/or land-owner, should also not seek to improperly influence the decision.

Proposals for a council's own development should be treated with the same transparency and impartiality as those of private applicants.

7. Lobbying of and by councillors

Lobbying is a normal part of the planning process. Those who may be affected by a planning decision, whether through an application, a site allocation in a development plan or an emerging policy, will often seek to influence it through an approach to their ward member or to a member of the planning committee.

As the Nolan Committee's 1997 report stated: *"It is essential for the proper operation of the planning system that local concerns are adequately ventilated. The most effective and suitable way that this can be done is through the local elected representatives, the councillors themselves"*. Lobbying, however, can lead to the impartiality and integrity of a councillor being called into question, unless care and common sense is exercised by all the parties involved.

As noted earlier in this protocol, the common law permits predisposition but nevertheless it remains good practice that, when being lobbied, councillors (members of Area Planning Committees in particular) should try to take care about expressing an opinion that may be taken as indicating that they have already made up their mind on the issue before they have been exposed to all the evidence and arguments. In such situations, they could choose to restrict themselves to giving advice about the process and what can and can't be taken into account.

Councillors can raise issues which have been raised by their constituents, with officers. If councillors do express an opinion to objectors or supporters, it is good practice that they make it clear that they will only be in a position to take a final decision after having heard all the relevant arguments and taken into account all relevant material planning considerations at committee.

If any councillor, whether or not a committee member, speaks on behalf of a lobby group at the decision-making committee, they would be well advised to withdraw once any public or ward member speaking opportunities had been completed in order to counter any suggestion that members of the committee may have been influenced by their continuing presence.

It is very difficult to find a form of words which conveys every nuance of these situations and which gets the balance right between the duty to be an active local representative and the requirement when taking decisions on planning matters to take account of all arguments in an open-minded way. It cannot be stressed too strongly, however, that the striking of this balance is, ultimately, the responsibility of the individual councillor.

Other issues about lobbying:

- Planning decisions cannot be made on a party political basis in response to lobbying; the use of political whips to seek to influence the outcome of a planning application is likely to be regarded as maladministration.
- Councillors should in general avoid organising support for or against a planning application and avoid lobbying other councillors.
- Councillors must not put pressure on officers for a particular recommendation or decision, and should not do anything which compromises, or is likely to compromise, the officers' impartiality or professional integrity.

As previously outlined, councillors must always be mindful of their responsibilities and duties under the local code of conduct. These responsibilities and duties apply equally to matters of lobbying as they do to the other issues of probity explored elsewhere in this protocol.

8. Pre-application discussions

Pre-application discussions between a potential applicant and a council can benefit both parties and are encouraged. However, it would be easy for such discussions to become, or be seen by objectors to become, part of a lobbying process on the part of the applicant.

Some councils have been concerned about probity issues raised by involving councillors in pre-application discussions, worried that councillors would be accused of predetermination when the subsequent application came in for consideration. Now, the LGA and PAS recognise that councillors have an important role to play in pre-application discussions, bringing their local knowledge and expertise, along with an understanding of community views. Involving councillors can help identify issues early on, helps councillors lead on community issues and helps to make sure that issues don't come to light for the first time at committee. PAS recommends a 'no shocks' approach.

The Localism Act has given councillors much more freedom to engage in pre-application discussions. Nevertheless, in order to avoid perceptions that councillors might have fettered their discretion, such discussions should take place within clear, published guidelines.

Although the term 'pre-application' has been used, the same considerations should apply to any discussions which occur before a decision is taken. Councillors who choose to get involved in pre-application discussions on a planning issue or proposal should ensure the following:

- Clarity at the outset that the discussions will not bind the council to making a particular decision and that any views expressed are personal and provisional. By the very nature of pre-application meetings not all relevant information may be at hand, nor will formal consultations with interested parties have taken place.

- An acknowledgement that consistent advice will be given by officers based upon the development plan and material planning considerations.
- Officers should where possible be present with councillors in pre-application meetings. Councillors should avoid giving separate advice on the development plan or material considerations as they may not be aware of all the issues at an early stage. Neither should they become drawn into any negotiations, which should be done by officers (keeping interested councillors up to date) to ensure that the authority's position is co-ordinated.
- A written note should be made of all meetings. If an officer is to be present, the officer should make the arrangements for the meetings, and write notes. A note should also be taken of any phone conversations, and relevant emails recorded for the file. Notes or letters/ emails should record issues raised and advice given and should be retained for future reference. If there is a legitimate reason for confidentiality regarding a proposal, where appropriate a note of the non confidential issues raised or advice given can still normally be kept to reassure others not party to the discussion.
- A commitment that care will be taken to ensure that officer advice is impartial, otherwise the subsequent report or recommendation to committee could appear to be advocacy.
- The scale of proposals to which these guidelines apply needs to be considered. Councillors talk regularly to constituents to gauge their views on matters of local concern. The Nolan Committee argued that keeping a register of these conversations would be impractical and unnecessary. Councillors and Officers will need to think about when discussions should be registered and notes written.

Authorities may have other mechanisms to involve councillors in pre-application discussions including:

- committee information reports by officers of discussions to enable councillors to raise issues, identify items of interest and seek further information;
- developer presentations to committees which have the advantage of transparency if held in public as a committee would normally be (with notes taken);
- ward councillor briefing by officers on pre-application discussions.

Similar arrangements can also be used when authorities are looking at new policy documents and particularly when making new site allocations in emerging development plans and wish to engage with different parties, including councillors, at an early stage in the process.

The Statement of Community Involvement will set out the council's approach to involving communities and other consultees in pre-application discussions. Some authorities have public planning forums to explore major pre-application proposals with

the developer outlining their ideas and invited speakers to represent differing interests and consultees. As well as being transparent, these forums allow councillors and consultees to seek information and identify important issues for the proposal to address, although still bearing in mind the need to avoid pre-determination.

9. Officer reports to committee

As a result of decisions made by the courts and Local Government Ombudsman, officer reports on planning applications must have regard to the following:

- Reports should be accurate and should include a fair summary of the substance of any objections and other responses received to the consultation.
- Relevant information should include a clear assessment against the relevant development plan policies, relevant parts of the National Planning Policy Framework (NPPF), if relevant any local finance considerations, and any other material planning considerations.
- Reports should have a written recommendation for a decision to be made.
- Reports should contain technical appraisals which clearly justify the recommendation.
- If the report's recommendation is contrary to the provisions of the development plan, the material considerations which justify the departure from the development plan must be clearly stated. This is not only good practice, but also failure to do so may constitute maladministration or give rise to a Judicial Review challenge on the grounds that the decision was not taken in accordance with the provisions of the development plan and the council's statutory duty under s38A of the Planning and Compensation Act 2004 and s70 of the Town and Country Planning Act 1990.

Any oral updates or changes to the report should be recorded.

10. Public speaking at planning committees

Whether to allow public speaking at a planning committee or not is up to each local authority. Most authorities do allow it. As a result, public confidence is generally enhanced and direct lobbying may be reduced. The disadvantage is that it can make the meetings longer and sometimes harder to manage.

A protocol for public speaking at the Area Planning Committee meetings is in place. This establishes who is allowed to speak, including provisions for applicants, supporters, ward councillors, parish councils and third party objectors and how long they are allowed to speak for.

In the interests of equity, the time allowed for presentations for and against the development is the same, and those speaking are asked to direct their presentation to reinforcing or amplifying representations already made where they relate to material planning considerations.

New documents should not normally be circulated to the committee at the meeting; councillors may not be able to give proper consideration to the new information and officers may not be able to check for accuracy or provide considered advice on any material considerations arising. This is made clear to those who intend to speak when they register.

Messages should never be passed to individual committee members, either from other councillors or from the public. This could be seen as seeking to influence that member improperly and will create a perception of bias that will be difficult to overcome.

See Appendix 2 – for the ***Public Speaking Protocol*** used at this council's Area Planning Committees.

11. Decisions which differ from a recommendation

The law requires that decisions should be taken in accordance with the development plan, unless material considerations (which specifically include the NPPF) indicate otherwise (s38A Planning & Compensation Act 2004 and s70 of the Town and Country Planning Act 1990). This applies to all planning decisions. Any reasons for refusal must be justified against the development plan and other material considerations.

The courts have expressed the view that the committee's reasons should be clear and convincing. The personal circumstances of an applicant or any other material or non material planning considerations which might cause local controversy will rarely satisfy the relevant tests.

Planning committees can, and sometimes do, make a decision which is different from the officer recommendation. Sometimes this will relate to conditions or terms of a S106 legal agreement. Sometimes it will change the outcome, from an approval to a refusal or vice versa. This will usually reflect a difference in the assessment of how a policy has been interpreted, or different weight being ascribed to material considerations.

Planning committees are advised to take the following steps before making a decision which differs from the officer recommendation:

- if a councillor is concerned about an officer recommendation they should discuss their areas of difference and the reasons for that with officers in advance of the committee meeting;
- recording the detailed reasons as part of the mover's motion;
- adjourning for a few minutes to allow officers to consider the reason(s) and then for those reasons to be discussed further and agreed or otherwise by the committee;
- where there is concern about the validity of reasons, considering deferring to another meeting to have the putative reasons tested and discussed.

If the Area Planning Committee makes a decision contrary to the officers' recommendation (whether for approval or refusal, or changes to conditions or S106 obligations), a detailed minute of the committee's reasons should be made and a copy placed on the application file. Councillors should be prepared to explain in full their planning reasons for not agreeing with the officer's recommendation. Pressure should never be put on officers to "go away and sort out the planning reasons".

The officer should also be given an opportunity to explain the implications of the contrary decision, including an assessment of a likely appeal outcome, and chances of a successful award of costs against the council, should one be made.

All applications that are clearly contrary to the development plan must be advertised as such and are known as 'departure' applications. If it is intended to approve such an application, the material considerations leading to this conclusion must be clearly identified, and how these considerations justify overriding the development plan must be clearly demonstrated.

The application may then have to be referred to the relevant secretary of state, depending upon the type and scale of the development proposed (s77 of the Town and Country Planning Act 1990). If the officers' report recommends approval of such a departure, the justification for this should be included, in full, in that report.

12. Committee site visits

National standards and local codes also apply to site visits. Councils should have a clear and consistent approach on when and why to hold a site visit and how to conduct it. This should avoid accusations that visits are arbitrary, unfair or a covert lobbying device. The following points may be helpful:

- visits should only be used where the benefit is clear and substantial; officers will have visited the site and assessed the scheme against policies and material planning considerations already;
- the purpose, format and conduct should be clear at the outset and adhered to throughout the visit. It is a site visit not a site meeting;
- where a site visit can be 'triggered' by a request from the ward councillor, the 'substantial benefit' test should still apply;
- keep a record of the reasons why a site visit is called.

A site visit is only likely to be necessary if:

- the impact of the proposed development is difficult to visualise from the plans and any supporting material, including photographs taken by officers;
- the comments of the applicant and objectors cannot be expressed adequately in writing; or

- the proposal is particularly contentious.

Site visits are for observing the site and gaining a better understanding of the issues.

Visits made by committee members, with officer assistance, are normally the most fair and equitable approach. They should not be used as a lobbying opportunity by objectors or supporters. This should be made clear to any members of the public who are there.

Once a councillor becomes aware of a proposal they may be tempted to visit the site alone. In such a situation, a councillor is only entitled to view the site from public vantage points and they have no individual rights to enter private property. Whilst a councillor might be invited to enter the site by the owner, it is not good practice to do so on their own, as this can lead to the perception that the councillor is no longer impartial.

13. Annual review of decisions

It is good practice for councillors to visit a sample of implemented planning permissions to assess the quality of the decisions and the development. This should improve the quality and consistency of decision-making, strengthen public confidence in the planning system, and can help with reviews of planning policy. A “Quality Tour” is normally arranged annually by the planning officers for district councillors but may also include parish and town councillors. Reviews should include visits to a range of developments such as major and minor schemes, upheld appeals and listed building works.

Overview and Scrutiny or the Audit and Standards Committee may be able to assist in this process but the essential purpose of these reviews is to assist planning committee members to develop their understanding of the impact of their decisions. Planning committee members should be fully engaged in such reviews and are encouraged to attend the Quality Tour where possible.

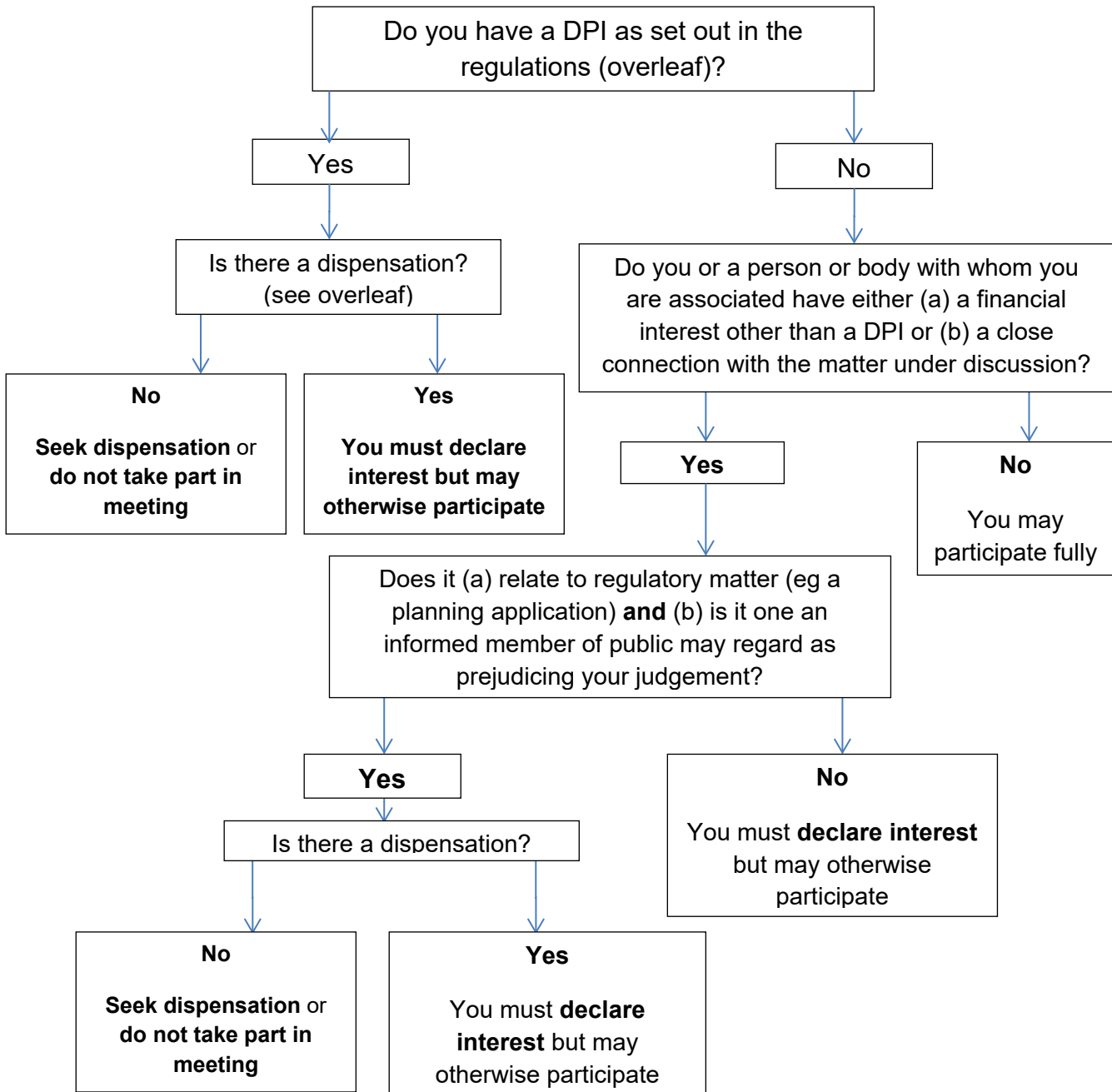
14. Complaints and record keeping

The council has a complaints procedure which applies to all council activities. It is general good practice for record keeping to be complete and accurate. Every planning application file (held in hard copy and electronically) should contain an accurate account of events throughout its life. It should be possible for someone not involved in that application to understand what the decision was, and why and how it had been reached. This applies to decisions taken by committee and under delegated powers, and to applications, enforcement and development plan matters.

Appendix 1 – Declaring Interests at Meetings

It is important that you disclose any pecuniary or other disclosable interests that you have in relation to matters to be considered on an agenda at a meeting. These interests extend by association to your friends and family. Depending upon the exact nature of your interest, this may involve removing yourself from a meeting during consideration of that item of business.

Do I have an interest affecting my participation in a meeting?



Disclosable pecuniary interests (DPIs) - The table below sets out which interests are DPIs. **Please note** that an interest is a DPI if it is your interest or that of your spouse or civil partner or a person you are living with as spouse or civil partner:

<i>Subject</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a councillor, or towards the election expenses of the councillor.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge):</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>

Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either:</p> <p style="padding-left: 20px;">i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p style="padding-left: 20px;">ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>
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Dispensations

There are two general dispensations currently in effect. The first to allow the full participation in Council and committee meetings where members of the Council or their spouse or partner are also members of one or more of the following bodies, and who because of this would or could be prevented from participating in such meetings: (a) any parish or town council; (b) Malvern Hills Trust; (c) Worcestershire County Council; (d) any other body of a public nature to which the member has been appointed as the Council's nominee or representative.

The second to allow members who would otherwise be prevented from doing so to address Council and committees in the same way as a member of the public may *[NB Such a member must still then withdraw from the meeting once they have addressed it.]*

If you are in any doubt as to whether you have an interest or not, please contact the Monitoring Officer or legal services in advance of the meeting.

This information is printed in all agendas but if you want advice please contact Legal Services or the Monitoring Officer. Remember, not declaring a DPI at a meeting can be a criminal offence and you are advised to err on the side of caution in all your interests.

Appendix 2 – Public Speaking Protocol

This leaflet sets out the Council’s public speaking policy for supporters, objectors and Parish and Town Councils at Area Planning Committee meetings. It tries to answer some of the questions you may have about the procedures and what to expect at the meeting. It is based on simple rules, which the Council has formulated to make the system as fair and easy to operate as possible.

Which applications are reported to the Planning Committee?

Not all applications are determined by an Area Planning Committee. The majority of straightforward planning applications are determined by Planning Officers under the Council’s delegation scheme. You may wish to check with the case officer to see whether the application in which you are interested is to be considered by the Area Planning Committee.

Do I need to attend the meeting to make my comments known to the Committee?

No – your written comments will be reported on the agenda and considered by the committee. As the meetings are open to the public you may, if you wish, attend the meeting to see what happens, without registering an intention to speak. Public meetings are also streamed on the Council’s YouTube channel and can be watched live or after the event.

How can I find out when an application will be considered?

Normally, the Area Planning Committees meet on Wednesday evenings once a month. The agenda is published on the Wednesday before the meeting.

If you have made representations, we will write to you and let you know when the application will be reported to the meeting.

If you wish to speak it is your responsibility to check that an item is on the agenda. You can do this by calling the Planning Case Officer or Democratic Services Team, or view the Agenda online.

Copies of the agenda can be viewed on our website at www.malvern hills.gov.uk

What is the order of speaking on each application?

One of the planning officers will introduce the item. A representative from the Parish/Town Council will then be invited to speak for or against the application, for up to 3 minutes. Then there will be an opportunity for a registered objector to speak

against the application for up to 3 minutes. The applicant or their agent will then have the opportunity to speak for the application, for up to 3 minutes.

Speakers will be asked by the Chair of the Committee to move to a designated Public Speaking seat before they speak. The three-minute limit will be strictly applied by the Chair.

The Planning Officer may add extra comments and then there will be an opportunity for debate by the Committee. The decision is then made. If a decision on an application is deferred, you will normally have an opportunity to register to speak at the subsequent meeting when the application is reported back to Committee.

What can I say at the meeting?

You are advised to make a statement of fact or opinion, but you are likely to have the greatest impact if you are brief and to the point and confine yourself to relevant planning issues – listed below.

How do I arrange to speak at the meeting?

If you want to speak you will need to telephone the Democratic Services Officer on 01684 862416 / 862273 or e-mail public.speaking@malvern hills.gov.uk . You must register by no later than noon on the working day before the meeting. Registration is on a first come first served basis. This will mean that, for each application, the name of the first person to register as an objector or a supporter, will be noted and any subsequent people registering will be given their details to organise between themselves how the three-minute slot will be used.

Can I ask questions of other speakers?

No – You must not interrupt other speakers or the Committee debate by asking questions. It is essential that you seek answers to your questions, particularly from planning officers, before the meeting and then state your case on the basis of information given to you and set out in the application.

Can I use slides or overhead transparencies or circulate supporting documents?

No – additional slides or handouts are not allowed although you will be able to refer to the application plans displayed at the meeting. (If you wish to circulate supporting documents to the Members, this must be done before the date of the committee. A list of Councillors' names and addresses is available via the Council's website.)

What are the relevant issues in considering proposals?

The relevant issues will vary with the nature of the proposal and the site, but may include the following:

- Structure and Local Plan policies
- Government planning guidance
- Planning law and previous decisions
- Highway safety and traffic
- Noise, disturbance, smells
- Residential amenity
- Relationship with existing buildings and uses
- Design appearance and layout
- Impact on trees, listed buildings, conservation areas and landscape.

What issues are usually irrelevant in considering proposals?

They will vary from case to case, but the following are normally irrelevant:

- Matters covered by other laws
- Boundary or area disputes
- The applicant's morals, motives or background.
- Suspected future development
- Loss of view over other people's land
- Effect on value of property
- Personal matters

When and where are the Committee meetings held?

There are Area Planning Committees for the northern and southern parts of the district. Area Committee meetings are usually held on Wednesday evenings at The Council Chamber, Malvern Hills District Council, Avenue Road, Malvern, WR14 3AF. Both Northern Area and Southern Area Planning Committees normally start at 6:00pm.

How are Parish/Town Councils involved?

Parish/Town Councils are consulted on all planning applications and copies of applications are usually available to view with the Local Councils as well as at the District Council offices.

If a Parish/Town Council wishes to make comments at the Area Committee they must be authorised to represent their Council's views in advance of the meeting and an authorised representative of the affected Town or Parish Council may attend and speak if registered to do so beforehand.

The Role of District Councillors

Councillors are elected to represent you on the District Council but they also have to make decisions taking into account wider issues. You may like to contact your Councillor to discuss the planning application, particularly if you choose to speak for or against the application. However, they will not be able to commit themselves to a decision before hearing all the evidence and debate at the relevant planning meeting. They will need to take into account the law and planning guidance as well as public opinion.

Who do I ask if I have any other queries?

If you have any questions not answered by this leaflet, you are welcome to contact:-

Planning Services, 01684 862221

Democratic Services, 01684 862416 / 862273

Or contact us at: www.malvern hills.gov.uk