

## Appendix F

### Strategic Planning Pre-Application Briefings – Agenda Format, Meeting Procedure and Report Structure

#### Agenda Format

1.	Minutes
2.	Apologies of absence
3.	Declaration of Members' Disclosable Pecuniary interests and Non Pecuniary interests (If any)
4.	Report of the Monitoring Officer
5.	Strategic Planning Pre-Application Briefings (Non-Decision Making)
5.1	List of Briefings
5.1.1	Name of development
5.1.2	Name of development
5.1.3	Name of development
6.	Town and Country Planning Applications
6.1.1	Name of development
6.1.2	Name of development
6.1.3	Name of development
7.	Any items the Chairman decides are urgent

#### Meeting Procedure

<b>Meetings Process and Format</b>	<b>Suggested Timing</b>
Officers to introduce proposal	5 minutes
Presentation by Developer: - Draft scheme - Community engagement conducted	15 / 20 minutes
Members' questions and discussion	10 minutes

Officer comments (if necessary) <i>Note: Officers would only address the Committee if they had significant areas of concern or wished to provide advice on material planning considerations</i>	5 minutes
Members' comments	5 minutes
Summary of the issues raised by Chairman and Chief Officer	5 minutes

The process detailed above is likely to take approximately 45 minutes for each item. Where the Planning Committee is considering pre-application briefings only, it is recommended that there should be no more than three items per committee. Where the Planning Committee is also determining planning applications, it is recommended that there should be only one pre-application briefing.

Planning Officers in attendance should sum up the main issues discussed so that they can be agreed by the Committee for inclusion in the minutes. The Governance Officer in attendance will minute the meeting accordingly with input from the attending Planning Officer and Legal Officer. Although there are no decisions to be made during this process, the debate and discussion of the Committee will be recorded. When presenting the planning application to the Planning Committee for determination, the planning officer must refer to the outcome of the pre-application discussion and steps that the developer has taken to address any matters raised by the Committee at the pre-application stage.

## Report Structure

The recommended committee report structure for pre-application development presentations is as follows:

- Development Details
- Background
- Proposal and Location Details
  - Proposal
  - Site and Surroundings
  - Planning History
- Consultation Response (if any)
- Community Engagement (if any)
- Material Planning Considerations
  - Main issues
  - Other Planning Issues
  - Planning Obligations
  - Conclusions