

HOOK PARISH COUNCIL



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Planning and Infrastructure Committee Pre-Application Engagement Protocol

Objective

Hook Parish Council (HPC) welcomes early engagement with potential planning applicants especially in regard to major or complex planning proposals where the proposals might have a material impact on any part of the Parish or its Residents. It will also, where appropriate, participate in discussion on any such proposals with other stakeholders and decision-makers, including the Local Planning Authority.

For clarity, the Parish Council will seek to influence good design together with the provision of appropriate infrastructure improvements and community benefits. However, any informal pre-application discussions will not bind the Parish Council to making any particular decision or comments when the formal application is referred to HPC, as a Statutory Consultee, by the Local Planning Authority. Any views expressed at an early stage will therefore be made in good faith but will be provisional, particularly since all relevant information may not be available at the time of any pre-application discussions and formal consultations with interested parties will have yet to take place. However, the HPC may express a pre-disposition, for example either 'welcome in principle' or 'express concerns'.

HPC undertakes to:

- Ensure that any early engagement with a potential applicant will be in the presence of at least two Councillors and an Officer of the Parish Council:
- Seek and encourage early discussions regarding form and scope of evolving proposals;

- Keep any discussions with potential applicants informal and there will be no minutes taken;
- Respond positively to requests for assistance or advice from applicants;
- Work constructively with applicants to identify means to mitigate any potential negative impact of a proposal;
- Facilitate, where useful, public consultation to allow community engagement by applicants;
- Meeting the applicant's requirements as closely as possible within available resources;
- Ensure that any such meeting/engagement will be formally recorded, but only in respect of date, subject and attendees, at the next subsequent Planning and Infrastructure Committee Meeting.

Applicants seeking pre-application engagement should:

- Avoid contact with individual Councillors and contact the Planning Administrative Officer (planning@hook.gov.uk) at the earliest opportunity so that appropriate arrangements for pre-application engagement can be put into place;
- Set out in writing (email preferred) the nature of the proposal with as much supporting information as possible together with an indication of target timescales and the nature of engagement or advice that is sought;
- Prepare a presentation for the meeting, possibly using PowerPoint, if this will be helpful to assist understanding of what is proposed:
- Not represent the conduct of any pre-application engagement as implied or explicit approval or support for any subsequent planning application.