

St Mellion Parish Council

Policy for Discussions with Developers in Planning Pre-application Stages

(Based on Cornwall Planning Partnership's 'A Model Approach To Pre-Application Discussions' published in December 2016)

Approved: 14.2.17

Note This document and its two attachments form an addendum to St Mellion Parish Council's *Policy for Managing Planning Applications* approved on 8.9.15.

1. Background

1.1 St Mellion Parish Council ('the PC') recognises that pre-application discussions play an important role in major planning applications and welcomes the wish of developers to consult more widely with both the PC and the public. Notwithstanding this, the PC also recognises the importance of public perception in planning, and the critical need to avoid any appearance that the PC is conducting secretive negotiations or colluding with developers.

2. Pre-application meetings

2.1 In general, the PC is willing to hold meetings with developers prior to a public consultation given the following three conditions.

- i. A full public consultation is either scheduled or firmly planned.
- ii. The meeting is open to the public and has been reasonably advertised.
- iii. The developer meets all costs for hosting the meeting, including the provision of large scale paper plans for display purposes.

2.2 The PC's policy is not to hold private meetings with developers except in exceptional circumstances where there are necessary and compelling reasons that can be justified to the public. This might be, for example, where there is competitive bidding for development land and the respective parties wish to keep their plans private.

2.3 In such cases, developers should forward a written request (to the Clerk) for a private meeting, clearly stating the rationale for this. Councillors will discuss this request in closed session at the next PC meeting.

2.4 Where Councillors resolve to allow a private meeting, the minutes of this meeting will be forwarded to the developer and relevant contacts in Cornwall Council.

2.5 Once a pre-application report is published (where it is not withheld), or a formal application is made, and/or the developer agrees to it, the minutes will be put in the public domain (e.g. on the websites of both Cornwall Council and the PC).

3. Pre-application public consultations

3.1 The PC encourages developers to arrange a full public consultation before submitting plans for major developments, and on the following basis.

- i. The venue is easily accessible and convenient for parishioners.
- ii. The times are set to allow as wide a range of people as possible to attend (e.g. to include evening and/or weekend sessions so those at work during the day can attend).
- iii. The consultation is well-publicised to all likely interested parties and in good time.
- iv. The developer has a genuinely open mind and willingness to adapt plans in response to feedback from public consultations.

3.2 Parish Councillors will not attend separate private briefings as part of a public consultation but will attend with the public.

4. Individual Councillors' discussions

4.1 Councillors will be aware of their obligations under the PC'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.

4.2 If a site meeting is needed with the developer, individual Councillors will attend with other agencies (e.g. Cornwall Council officers) or the Parish Clerk, but not on their own.

5. Predetermination

5.1 In all meetings with developers, Councillors must not predetermine their position on any future application as this could require them to abstain from formal discussions and voting on the matter when it comes before the PC.

5.2 Expressing a prior view or predisposition (for example, 'welcome in principle' or 'has concerns') is permissible.

5.3. Taking a closed position to the development and adopting an 'over my dead body' approach could be viewed as predetermination and disallow the Councillor from voting on the matter when it comes before the PC.

St Mellion Parish Council

Planning Pre-application Protocol

14.2.17

The following commitments are requested from each of the main parties to a planning pre-application.

St Mellion Parish Council

- publish its *Policy for Discussions with Developers in Planning Pre-application Stages* and *Parish Profile for Planners* on its website;
- review and revise the *Parish Profile for Planners* on an annual basis, as necessary;
- assist in facilitating public meetings in accessible and convenient local venues;
- share notes of discussions held during the pre-application process with Cornwall Council (this could include minutes of meetings or a record of discussions);
- refer requests for advice on planning policy to Cornwall Council.

The Applicant

- research the area of the proposed development and understand the local factors described in the *Parish Profile for Planners Profile* before approaching St Mellion Parish Council for further engagement;
- share plans, supporting information and guidance given by Cornwall Council with St Mellion Parish Council before attending local meetings, and allow the information to be left for any follow up comments to be made;
- respect the role of St Mellion Parish Council during the pre-application process and not lobby individual Councillors (this is not permitted under the terms of the Parish Council's Code of conduct);
- meet all costs of holding public meetings and consultations.

Cornwall Council

- give a strong steer to applicants to carry out public engagement work;
- share any pre-application advice given to the applicant by officers, if requested (except in the case of confidential pre-application enquiries);
- ensure 'joined-up working' with other agencies (e.g. CORMAC, Highways England) involved in pre-application submissions;
- encourage the use of Planning Performance Agreements ¹ (PPA), including Local Council liaison
¹ <http://www.cornwall.gov.uk/environment-and-planning/planning/planning-advice-and-guidance/planning-performance-agreements/>
- encourage use of the Cornwall Design Review Panel ²
² <https://www.cornwall.gov.uk/environment-and-planning/planning/cornwall-design-review-panel/>
- adhere to St Mellion Parish Council's pre-application protocol when Cornwall Council is the applicant.

Based on Cornwall Planning Partnership's 'A Model Approach To Pre-Application Discussions' published December 2016; Cornwall Planning Partnership page on Cornwall Council's website
<http://www.cornwall.gov.uk/environment-and-planning/planning/local-councils/planning-partnership-meetings/>

St Mellion Parish Council Parish Planning Profile 14.2.17

1. Contact Details

Name	Christine Douglas	Postal address Church Hall Church Lane St Mellion Cornwall PL12 6RG
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2. Community Profile

Area	Residential Properties	%	Electors	%	As at 16.1.17 Note: some properties may not have registered electors
St Mellion village *	57	31%	93	28%	
Dunstan Lane	76	41%	147	45%	
Rural	53	28%	89	27%	
Total	186	100%	329	100%	

* 26 properties are owned by Cornwall Housing and 16 of these are sheltered (all in the village).

3. Local Businesses

- St Mellion International Resort (golf and leisure complex)
www.st-mellion.co.uk
- St Mellion Storage (caravan site and storage)
www.stmellionstorage.co.uk

4. Local Facilities

- Bealbury Chapel
www.wesleyweb.co.uk/index.php/circuit/bealbury
- The Coryton Arms
www.facebook.com/pages/Coryton-Arms/579307632166246
- St Mellion C of E VA School
www.st-dominic.cornwall.sch.uk
- St Melanus Church and church hall
www.achurchnearyou.com/st-mellion-st-melanus

5. Local Groups and Organisations

- St Mellion Women's Institute

6. Existing Planning Documents

- Parish Plan 2005

7. Other Planning Considerations

- The east side of the parish (most of Crocadon Farm) is in the Tamar AONB.
- The parish has three SSSIs.
- The west side of the parish is in an area of great landscape value.
- The A388 bisects the village and carries 12.5k vehicles per day.