



Abbotts Ann Parish Council Pre-Planning Terms of Reference

This document sets out the protocol Councillors must follow when in receipt of notification from applicants their intention to submit a pre-planning application.

Procedures for dealing with pre-planning applications:

- On receipt of a pre-planning application, the Parish Council will decline to engage with applicants prior receipt of a formal application. The Clerk will do so in writing.

'Thank you for the information you have provided to the Parish Council in relation to your pre-planning application for the site [enter site name], dated [enter date]. The Parish Council do not engage with applicants until the Parish Council are in receipt of a formal planning application received from Test Valley Borough Council.'

Once a formal application has been received from the Borough Council, you may be invited to attend a formal meeting, to allow you to present to the Parish Council and their Parishioners.'

- Notification of the pre-application will be provided to Parishioners, by way of a formal notice being placed on the Parish Council's noticeboards and website.
- Notification will be presented, on formal letterhead of the Parish Council, as:

NOTICE TO RESIDENTS

'Abbotts Ann Parish Council have received notification from [enter name of the company], that they are intending to submit a planning application for the site [enter site name].

The Parish Council have declined to engage with the applicant until a formal application has been received directly from Test Valley Borough Council.

Once in receipt of a formal application, the Parish Council will arrange for an extraordinary planning meeting to be held within the Parish to allow members of the public to express concerns and raise questions relating to the application concerned.

The applicants may be invited to attend such a meeting, which will allow Parishioners to raise their enquiries directly with the applicant.

- Normal procedures for the arrangement of an extraordinary meeting will be carried out.
- An invitation will be formally made by the Clerk, inviting the applicant to attend the extraordinary meeting, in writing.
- The meeting will be structured to allow for the following order of discussion:
 1. Apologies will be presented.
 2. Declarations of Interest will be made.
 3. Applicant will be invited to present to the Council members and Members of the Public.
 4. Members of the Public will be invited to ask questions to the applicant.
 5. Councillors will consider the facts of the application and formally discuss in the normal practise, which is an unbiased and non-predetermined manner.



6. Councillors to make a formal resolution as to what response will be submitted to Test Valley Borough Council and set out the material reasons behind their decision to respond in that particular manner.

- Minutes will be taken from the meeting under normal practice.
- Members will agree and approve the formal response to be submitted to TVBC in the usual way.
- Once the formal response has been made to TVBC, a copy can be provided to those members of the public requesting one. A copy will also be within the public domain, via the Test Valley Borough Council Planning Portal, under the relevant planning application.

Adoption and Amendment History

Terms of Reference Adopted: 3rd September 2015, Minute Item 6e

Revised and adopted: 11th May 2017 Minute Item 11d

Next Review: June 2020

Policy Owner: Proper Officer.