

**2025**

# Killinghall Parish Council Policy: Meeting with Developers (Pre-Application Stage)



Adopted: 4<sup>th</sup> August 2025

## 1. Purpose and Commitment

Killinghall Parish Council is committed to supporting appropriate development while safeguarding **transparency, impartiality**, and the interests of its residents. This protocol outlines how the council and in particular the Planning Committee, engages with developers before a formal planning application is submitted.

## 2. General Policy

- All meetings with developers will ordinarily be **open to the public**, in accordance with the *Public Bodies (Admission to Meetings) Act 1960*.
- **Informal, private meetings** may be considered only if:
  - There is a demonstrable need for confidentiality (e.g. commercial sensitivity).
  - No decisions, opinions, or commitments are sought or offered.

## 3. Procedure for Private Meetings (if deemed appropriate)

- A written request must be submitted by the developer, explaining:
  - Why confidentiality is required.
  - The purpose and intended outcome of the meeting.
- The Clerk, in consultation with the Chair of the Planning Committee, will assess the request and when time permits, report to the Planning Committee for approval.
  - A formal record of the meeting will be retained unpublished and will include:
    - Date, time, and attendees.
    - Topics discussed.
    - Confirmation that no decisions were made.
- Any meetings with developers will be noted at both the next available full meeting of the Planning Committee and the next available full meeting of the full council.

## 4. Conduct and Safeguards

- Councillors must:
  - Declare any **personal or prejudicial interests**.
  - Avoid expressing any views that could constitute **pre-determination**.
  - Refuse any **hospitality, gifts, or inducements**.
- The meeting must be attended by at least one officer (e.g. Clerk) to ensure proper oversight.
- The Council will not provide any binding opinion or endorsement in advance of a formal application.

## 5. Public Access and Accountability

- Wherever possible, developers will be encouraged to attend **public meetings** or participate in **public engagement forums**.
- Notes from all meetings, whether public or private, may be subject to disclosure under the *Freedom of Information Act 2000* and the *Environmental Information Regulations 2004*.

## 6. Review and Updates

This protocol will be reviewed annually to ensure compliance with evolving best practice and legislation.