

Procedure for Members Site Inspections

- i. The date and time for the site inspection will be arranged by the Planning Service in consultation with the Chairman of the Area Planning Committee, taking account of the availability of access to the site to be confirmed by the applicant.
- ii. The date and time of the site inspection will be confirmed with all Members of the Committee by email.
- iii. The Parish Council will be notified of the date and time of the site inspection and asked to confirm in writing whether they wish a representative to be present.
- iv. Officers will consider whether any special arrangements or requirements in relation to health and safety are necessary for the site inspection and, if this is the case, ensure they are put in place.
- v. On arrival at the site the applicant or landowner and/or their agent will provide access to the Members of the Committee, the attending Planning Officer and the Parish Council representative. In thanking the applicant or landowner and/or their agent for providing access they should then be advised by the Chairman to withdraw from the group of Members and be asked not to engage with Members while the inspection is taking place.
- vi. The Chairman should advise the Parish Council representative, if one is present, that they are welcome in observing proceedings but should not engage with Members during the site inspection.
- vii. The Chairman will remind Members of the Planning Committee that the purpose of the site visit is to view the site and its surroundings and to relate the application proposals to the site and that, whilst Members might wish to point out site features and ask questions of officers, there should be no discussion of the merits of the proposal
- viii. The Chairman will normally ask the attending Planning Officer to provide a description of the proposed development and to make available any plans and/or documents that Members may find helpful in carrying out the site inspection
- ix. The Chairman will then lead the Committee Members in surveying the site, inviting Members to remain in a single group as far as possible so as to hear any point of fact or interest from the planning officer.

- x. The attending Planning Officer will provide clarification on any technical matters that Members may find helpful during the course of the site inspection and as far as possible respond to questions about features of the site, the siting and arrangement of the proposed development and its relationship to features of the site and its surroundings. If matters are raised that are material to the application, but that cannot be answered immediately, the planning officer will record the issue and it will be dealt with subsequently.
- xi. Once the site inspection has been carried out the attending Planning Officer will advise the applicant or landowner and/or their agent and thank them for their cooperation.
- xii. Should other third parties attempt to attend the site inspection then the Chairman should advise them that they cannot take part, but would be able to make any written representations, or take advantage of the right to speak, when the application is presented to the Committee.
- xiii. Should other parties be persistent in attempting to attend the site inspection they will be requested by the Chairman not to interject at any point and not to engage with Members. In so doing the Chairman will explain the defined purposes of the site inspection. In extreme circumstances the Chairman may choose, at their discretion, to adjourn to another date and time.