

## KCC HIGHWAYS – TMBC PLANNING COMMITTEE ATTENDANCE PROTOCOL

Highways officers are keen to engage with the LPA, Members and applicants at as early a stage as possible in the application process. To this end, if there are opportunities to discuss applications with Members prior to Planning Committees taking place, these will be fully explored. It is expected that members and KCC Highways Officers would comply with the District Council's protocol on Member/Officer relations throughout this process.

The LPA case officer will proactively liaise with KCC Highways with a view to ensuring that an officer from KCC Highways will attend district planning committee meetings to speak on applications where:

- proposals are of a strategic nature or where it is agreed there are significant or complex highways issues which cannot be adequately presented by the district planning officer. This shall include but not be limited to:
  - sites named in the emerging Local Plan as strategic sites or listed under policy LP25 with more than 100 units proposed;
  - sites no smaller than 200 units not included in that list (unless there are site specific and/or cumulative reasons why a smaller site has significant highway implications);
  - a site that contributes to an identified strategic highway issue; or
  - sites where significant highways issues have been raised about previous applications for the site.
- the highway advice is for refusal and this is contrary to that of the local planning authority

There is an acceptance that this list is not exhaustive and that officers and Members will need to work closely together at the earliest opportunity to agree attendance or where a written statement might be the most appropriate and proportionate way for Highways information to be provided.

During the course of a Planning Committee where a KCC Highways Officer is in attendance, the district planning officer will field questions of clarification in the first instance and will subsequently, through the Chair, request that the KCC Highways Officer respond to any questions of a technical nature.

It is anticipated that this protocol will be followed whilst district planning committee meetings are held virtually, whilst this is allowed for in legislation. The position will be revisited at a time when it is known whether the current arrangements will be extended beyond the current statutory cut-off period (May 2021).

In accordance with the above KCC Highways will only attend Chair's Briefing meetings for those applications on the agenda that meet the above criteria.

To assist LPA officers and Members, KCC Highways will provide:

- Attendance at organised Member briefings at pre-app and application stages
- training in highways development planning matters where this is requested
- assistance in preparation of planning officer presentations
- written responses to Member questions where these are not already covered in previous consultation responses