

Report to Area Plans Subcommittees East, West and South

***Date of meeting(s): 22 May, 5 and 12 June
2013***

Subject: Planning Protocol – Site Visits



**Epping Forest
District Council**

**Officer contact for further information: Simon Hill
Committee Secretary: S Hill Ext 4249**

Recommendation(s):

- (1) To consider prepared guidance on undertaking planning site visits which forms supplementary information for the Council's Planning Protocol;
- (2) That the Planning Subcommittees be asked to note and follow this guidance in undertaking future site visits; and
- (3) To note that this guidance has been published on the Council's website and will be sent to members, applicants and objector (if known) when a site visit is organised

Report Detail

1. At a meeting of the District Development Control Committee on 27 March 2013 consideration was given to further guidance for both members and public attending site visits to avoid the perception of pre-determination and to ensure that there is a consistent approach during each visit.
3. This guidance is attached as Appendices 1 and 2 to this report. It has been split into two documents, one aimed at members and the second at other interested parties. These documents form supplementary guidance to the Council's Planning Protocol. The guidance brings together information from the protocol.
4. It was agreed that an item be placed on each planning committee to reiterate the process for future visits. It will also be sent to members, applicants and objectors (if known) when a site visit is organised.
5. It was agreed by the Assistant Director of Planning and Economic Development that officers would also meet to ensure a consistent approach by officers. The subcommittee are asked to note the guidance and officers will attend the meeting to answer specific questions on the guidance.