



**PRE-APPLICATION MEETINGS FOR
DEVELOPMENTS POLICY**

Stoke Mandeville Parish Council – pre-application meetings for developments policy

Title	Pre-application meetings for developments policy	
Owner	Chairman	
Version number	0.2	
Primary audience	Developers and councillors	
Document location	Shared drive	
Objective		
This policy sets out the council’s position on discussions with developers prior to developers submitting planning applications.		

Guidance for Councillors and developers

Stoke Mandeville Parish Council is aware of the importance of operating in a transparent manner and recognises that pre-application discussions play an important role in major planning applications. It also welcomes the desire of developers to consult both the Council and the public widely at the earliest stage.

Individual members’ discussions

Individual members may be approached by developers for informal discussions of possible future applications. In general members are advised not to attend separate private briefings as part of public consultation, but instead to attend with the public. Members must not purport to be representing the Council at such meetings, unless expressly authorised to do so by the Council.

Pre-application discussions

The Council is, in general, willing to hold discussions with developers prior to public consultation (indeed, in some scenarios it benefits the residents of the parish that we do so) on the following conditions:

- i. that notes are taken of matters discussed and any conclusions reached;
- ii. that the clerk or assistant clerk is present at the meeting; and
- iii. that a meeting is taking place is published on the council website.

Pre-application public consultations

The Council strongly encourages developers to carry out full public consultation before submitting plans for major developments, using the following principles:

- i. at an accessible and convenient venue;
- ii. with sufficient publicity to likely interested parties, in good time;
- iii. at appropriate times to allow as wide a range of people as possible to attend; and
- iv. carried out with a genuinely open mind and willingness to adapt plans in response to feedback.

Supporting Materials
This policy should be read in conjunction with the following supporting materials: <ul style="list-style-type: none"> • TBA

Review and approval

Sign off		
Finance & Governance C’tee	08/12/20	
Full Parish Council	15/06/21	

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Next review date		
This policy should be reviewed every three years or when significant change occurs to the subject matter.		
The next review date for this policy is 1 December 2023 .		

Version Control / History

Version no.	Author	Date	Status/Comments
0.1	GWS	28.11.2020	Policy put into new template with minor amendments
0.2	GWS	10.03.2021	Amended to incorporate comments from full parish council