

## WINGHAM PARISH COUNCIL

### SITE VISIT PROCEDURE

Approved at a meeting of the Parish Council on 8 June 2015  
(NB: This procedure is based on the Dover District Council Site Visit Procedure)

If the Parish Council or Planning Committee decides that a site visit is necessary before a decision on a planning application can be made, members of the Committee and/or Council will be appointed to undertake this fact-finding exercise. The visit will normally take place at or adjoining the application site. The Council or Committee Chairman (depending on who has called the site visit) will invite the applicant, District councillors, and up to 3\* representatives (\*or more at discretion of Chairman) of the objectors/supporters to speak **once** in support of their point of view. All comments and questions must be made to the Chairman as this ensures an efficient and effective use of everyone's time. The procedure is as set out below and will be strictly adhered to unless, under exceptional circumstances, the Chairman deems it appropriate to amend the procedure.

1. Chairman introduces Members of the Council, outlines the procedure and invites the applicants, and interested parties to introduce themselves.
2. Chairman explains the reason for the site visit.
3. Those making representations are invited to state their grounds of objection/ support. **EACH PERSON WILL BE GIVEN THE OPPORTUNITY TO SPEAK ONCE, ASKED TO KEEP TO THE MATTER UNDER CONSIDERATION AND NOT TO REPEAT VIEWS EXPRESSED BY OTHER SPEAKERS.**
4. Other interested parties, including District Councillors, are invited to raise any points.
5. Members of the panel are invited to seek any further information or clarification.
6. Applicant, or agent, invited to put forward points and answer any questions raised. The Chairman may permit any person to speak again in order to clarify points raised.
7. Members of the panel given final opportunity to seek information from those present at the visit.
8. The public part of the site visit concludes at this stage. Any visits made to private premises at the request of third parties will be made by members of the panel only and no further representations will be accepted from any party.
9. If all relevant aspects of the plans, the site and its surroundings have not already been seen, the panel will inspect them.
10. Members of the panel will report on the site visit to the next meeting of the Planning Committee or Council where a decision regarding the response to the Planning Authority will be agreed.
11. If a decision is required by the Planning Authority before the next meeting, the panel's report will be sent to the Committee or Council for consideration. Individual responses will be sent to the clerk. If all members of the Committee/Council are in agreement, the Clerk shall then submit the decision to the Planning Authority and the decision shall be ratified at the next meeting of the Committee/Council. If the individual comments express conflicting views, the Clerk shall inform the Chairman who may call an extra meeting of the Committee/Council.

**PLEASE BRING THIS NOTE TO THE MEETING WITH YOU**