

PROTOCOL FOR THE OPERATION OF THE WARWICK DISTRICT COUNCIL PROPOSED DEVELOPMENT REVIEW FORUM

What types of developments will be discussed at the WDC development review forum?

The following types of development schemes, which are still at pre-application stage, will be considered

Proposed developments of 50 units or more of housing.

Proposed developments of 2,500 or more square metres of industrial, commercial, leisure or retail floorspace

Other proposed large scale developments where, in the opinion of the Head of Development Services, early public discussion of issues is considered to be beneficial.

N.B. The Head of Development Services (or his/her representative) will decide which schemes are suitable for the forum, in consultation with the Chair of Planning Committee. The scheme is discretionary and there is no requirement for applicants to put their scheme forward to the forum if they do not wish to do so.

Applicants will be encouraged to undertake separate public consultation on their prospective application and this will be discussed as part of the usual pre application discussion process with Planning Officers. Such public consultation should take place before a proposed development is considered at the forum.

When and where is the development Control Forum to be held?

The forum will meet at the Town Hall in the Council Chamber. A start time of 6 pm is normally envisaged , but this may need to be adjusted depending on other meetings being held when schemes come forward for consideration.

Who can attend meetings of the forum?

The forum is a meeting of WDC Councillors to give them an early warning of a major development proposal so that they can be appraised of the scope of the proposals, raise issues and ask questions about them. All WDC councillors will therefore be notified of the inclusion of an item on the forum agenda.

The forum is not a meeting of the Planning Committee and has no powers of decision. Planning Committee members can however attend, enabling them to gain information about large scale developments likely to come before them, ask questions and find out how planning policies and issues have been addressed by a developer in formulating their scheme.

It is envisaged that Parish and Town Councils will be notified of the inclusion of an item for discussion at the forum and can attend the meeting. Proposals within the Conservation Area will be notified to CAAF to enable a representative to attend. Statutory consultees may also be present. The forum will operate in public session and members of the public can listen but not participate in the proceedings. No formal invitations to attend will be sent out other than the above. The right to

speaking at the forum will thus cover Warwick District Councillors, Parish/Town Council representatives, CAAF representative for schemes in Conservation Areas and relevant Statutory Consultees.

How will the forum operate?

The forum is an informal meeting chaired by the Head of Development Services or his/her representative. An agenda and short briefing note on each scheme will be prepared for the meeting.

No more than two development proposals will be considered at each forum meeting, with discussion limited to approximately an hour per scheme, although it is considered that normally only one development proposal would be likely to be considered. The discussion will be to gain an understanding of the proposals and find out how they address Council policies and issues of local concern rather than indicate support or non-support for a particular scheme.

The modus operandi (with approx. times for each element) will be as follows:-

Introduction by Planning Officer – this will include a summary of any relevant planning history of the site, details of planning policies and guidance relevant to the proposal, and key physical characteristics of the site and its surroundings. – 5 minutes

Presentation by the applicant/agent – 15 minutes

Questions and views from Warwick District Councillors or other representatives (as set out above) present – 20/30 minutes

Response by applicant to questions/comments – 10/5 minutes

Chair concludes with final comments – 5 minutes

What happens after the forum?

A written note of the key points made at the meeting will be prepared and circulated to all those who attended the meeting. It will also be made available on the council's website.

If and when an application is received for the development discussed at the forum, the written record will be placed on the application case file.

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