

CROWAN PARISH COUNCIL

Planning – Sites Visits Protocol

1. Purpose

- 1.1. Site visits give additional knowledge about the site of a planning application that may be difficult to visualise from the plans and supporting material alone. Such visits give councillors an opportunity to make a visual assessment of the proposal in the context of its location and its relationship with adjoining development. These factors will be reported to the council when a recommendation about a planning application is made.
- 1.2. This Protocol describes the steps that councillors must take to keep themselves safe and to carry out successful and lawful site visits.

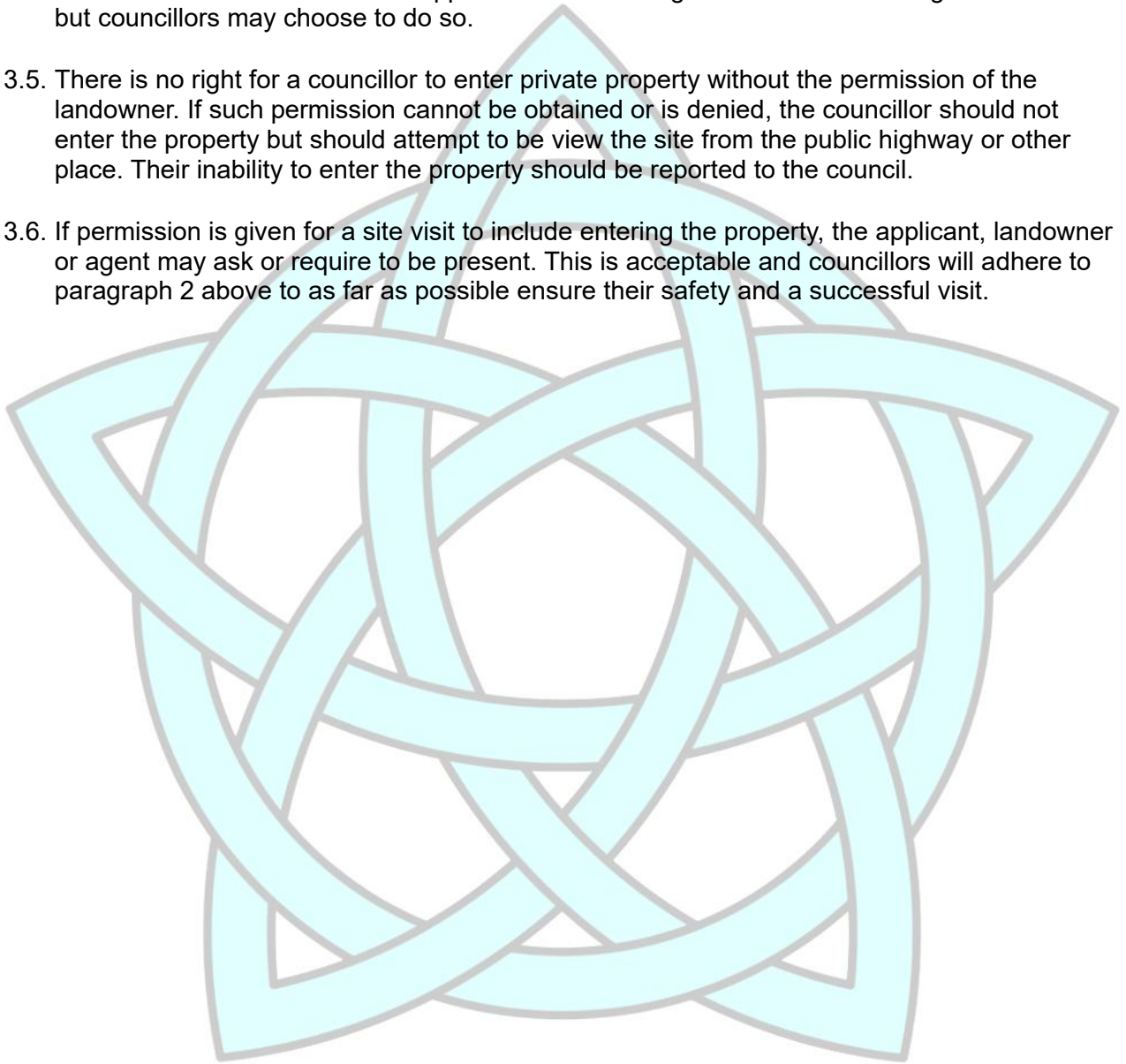
2. General Principles

- 2.1. A councillor undertaking a site visit alone must observe the Lone Working Policy as well as this Protocol. Any councillor may visit the site of an application but should follow this Protocol when doing so. Visiting with a neighbour, objector or supporter etc. is strictly prohibited.
- 2.2. Two councillors are assigned by the Clerk to each planning application referred to the parish council. They are authorised to report on the visit and their scrutiny into the matter at the next council meeting.
- 2.3. All planning applications must be approached with an open mind and without prejudice. A councillor with an interest in an application that might reasonably be interpreted as posing a conflict of interest must not attend a site visit for that application. The interest should be declared to the Clerk who will find another councillor to review the application and, if necessary and desirable, undertake the visit.
- 2.4. On a site visit, councillors must perform their duties professionally, be courteous and act at all times in a way that preserves and enhances the council's reputation. All relevant legislation (such as distancing in a pandemic, parking on the highway etc.) must be observed. Councillors should wear their ID cards which should be visible to anyone they meet.
- 2.5. If approached by a neighbour or the applicant when on a site visit, councillors should identify themselves and explain why they are there. They should not enter into discussion about the merits of the application and avoid giving views on the it, supportive or otherwise. Any questions they ask should only be to get factual clarification of the application.

3. Site Visits

- 3.1. A site visit should be made by at least two councillors, whenever possible. If only one councillor carries out a site visit, the Lone Working Policy should followed and the Lone Working Checklist (Appendix A) completed.
- 3.2. If necessary, the Clerk may attend to represent a councillor on a site visit and is subject to this protocol.
- 3.3. The number of site visits to a property will be kept to the minimum that allows a proper understanding of the proposal and its place in and the effect on its setting. If two councillors attend a site they should, if possible, arrive and leave the property at the same time.

- 3.4. Councillors viewing a property subject to the planning application who can do so adequately from a public place (e.g. from a road, pavement or footpath) should not enter the property. There is no need to contact the applicant/landowner/agent before undertaking such a visit but councillors may choose to do so.
- 3.5. There is no right for a councillor to enter private property without the permission of the landowner. If such permission cannot be obtained or is denied, the councillor should not enter the property but should attempt to be view the site from the public highway or other place. Their inability to enter the property should be reported to the council.
- 3.6. If permission is given for a site visit to include entering the property, the applicant, landowner or agent may ask or require to be present. This is acceptable and councillors will adhere to paragraph 2 above to as far as possible ensure their safety and a successful visit.



**Crowan
Parish Council**

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Lone Working Checklist

Checklist completed by:

Date completed:

Main issues of concern:

What is the nature of the work?	
What is the location?	
Do you need to work alone?	Yes/No
Do you feel appropriately trained and equipped to carry out this work?	Yes/No*
Are you going somewhere familiar to you?	Yes/No
Is there safe access to and egress from the site?	Yes/No*
Do you feel safe carrying out this work alone?	Yes/No*
Are there any hazards about the site that you know of?	Yes/No
If "Yes" what are those hazards? (continue overleaf, if necessary)	
What control measures are in place to mitigate those risks? (continue overleaf, if necessary)	
What additional measures are needed? (continue overleaf, if necessary)	

* If you answered these questions with "No", contact the Clerk or Chair for guidance before undertaking the work