

## **Part 5.4:**

# **Code of Practice for Planning Procedures**

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## **1. Introduction**

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- 1.1 The basis of the planning system is the consideration of private proposals against wider public interests. The way in which planning applications are determined is subject to a great deal of public and media interest. Because of this, it is important that the system is seen to be open and free from improper influence.
- 1.2 This Code of Practice has been drawn up to set out clearly the way in which the council deals with planning applications and other related matters. It applies to all councillors and officers who are involved in the planning process, recognising their separate but complementary roles in this process. It aims to ensure that officers and councillors act in a way that is not only fair but is clearly seen to be so.
- 1.3 This Code of Practice supplements and expands on related guidance elsewhere in the Constitution such as Part 5.1 Code of Conduct for Councillors.

## **2. The Role of Councillors**

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### **2.1 All East Northamptonshire Councillors**

- 2.1.1 Councillors have a special duty to their constituents but their overriding duty is to East Northamptonshire as a whole.
- 2.1.2 Councillors may act as a go-between between residents and officers. However councillors will not give instructions to, or place pressure on, officers to secure a particular recommendation on an application.
- 2.1.3 Councillors can expect officers to give them every reasonable help and assistance in answering questions relating to planning matters, provided there is no conflict of interest on the part of the councillor.

### **2.2 Councillors on Planning Management Committee**

- 2.2.1 In making decisions on applications, councillors will:
  - act fairly and openly
  - declaring any conflicts of interest, pre-determination or bias;
  - approach each application with an open mind;
  - carefully weigh up all the **material planning considerations**;
  - have regard to the Development Plan
  - vote in the interests of the District as a whole
  - ensure that reasons for decisions are clearly stated.

(Further information and examples of material planning considerations can be found on the RTPI website )

- 2.2.2 Councillors on the Committee shall be free to vote on planning applications as they consider appropriate, that is without a party “whip”, in the light of all the relevant information, evidence and arguments. .

## 2.3 Dual Hatted Councillors

- 2.3.1 Some councillors will be members of East Northamptonshire Council and other councils such as the county council or a town or parish council. Some planning matters may be discussed at more than one council and it is important that councillors are clear about their role in each council.
- 2.3.2 Councillors may express views and vote (subject to the provisions of section 2.5 below) at more than one council but should do so on the basis of the information provided at each council meeting and in the interests of that council. This may however mean that the councillor may vote one way at one council but another way at the other council. This can be confusing to the public so it may help if the councillor makes it clear that they are considering the information provided on that occasion and that they may have more information and arguments at the other council which will have to be considered before they reach a final view.

## 2.4 Planning Policy Committee and Neighbourhood Plans

- 2.4.1 Planning related matters will also be considered at Planning Policy Committee meetings and some councillors will also be involved in the development or approval of Neighbourhood Plans. As these will direct the future location of development the same standards of transparency in terms of councillor's interest should apply to these discussions, in particular the provisions of Section 2.5.
- 2.4.2 In addition councillors need to be aware that the outcome of discussions about future development sites will affect land values and as such will need to remain confidential (see 2.6) until plans are published for consultation, at which point records of those discussions should be released to provide transparency around the process of assessment.
- 2.4.3 Finally during the discussion of Neighbourhood Plans dual hatted councillors need to be mindful of the need to be clear which council's interest they are representing. As such it may be helpful to make a statement stating this, they are voting on the basis of the information provided at that meeting and that more information may be provided at another meeting at which they are wearing a different hat and they therefore may vote differently as a result.

## 2.5 Lobbyists

In the interests of a transparent and evidenced decision making process, councillors are asked to direct lobbyists or objectors to the case officer and advise the Head of Planning Services or the Chairman of the Committee of the existence of any lobbying interests.

## 2.6 Bias and Declarations of Interest

- 2.6.1 In accordance with the code of conduct, councillors should avoid placing themselves in a position that could lead the public into thinking that they have received preferential treatment for themselves, for friends or relatives or for any firm or body with which they are personally connected.
- 2.6.2 The law and the Code of Conduct for Councillors set out the requirements for the declaration of Disclosable Pecuniary and other interests and the consequences of having such interests. (Councillors are reminded that Disclosable Pecuniary Interests relate to both the councillor and their spouse/partner). Councillors should review their situation with regard to interests in relation to any planning matter brought to their attention. Under the Code, not only should impropriety be avoided but also any appearance, or grounds for suspicion of improper conduct or bias.
- 2.6.3 It is the councillor's responsibility to disclose his or her Disclosable Pecuniary and other interest in any application being considered by Committee as the any members of the public present may not have read the relevant Register of Interests. Any interest should be disclosed on every occasion
- 2.6.4 Councillors (and officers) are discouraged from receiving hospitality or gifts from people with an interest in a planning proposal. If a gift or hospitality is received or is unavoidable, councillors and officers must declare its receipt to the council's Monitoring Officer. Under the Code of Conduct for Councillors, the receipt of a gift or hospitality with an estimated value of £50 or more must be declared at a meeting at which any related planning matter is discussed and registered with the Monitoring Officer within 28 days. In the case of officers, receipt or offer of a gift or hospitality, must be declared to the Council's Monitoring Officer as soon as possible and recorded in the register held by the Monitoring Officer for the purpose.
- 2.6.5 Any member of the Committee who wishes to express publicly a final and irrevocable view on an application prior to the meeting of the Committee at which a decision is to be taken will declare an interest and will not participate in the debate or vote on that particular application.
- 2.6.6 If a member of the Committee considers it inappropriate to fully participate and vote on an application affecting his/her ward, that councillor may, subject to the normal rules relating to declaration of interests, address the Committee.
- 2.6.7 The Localism Act did not abolish the common law concept of pre-determination or its application at the point of decision making. However, it sought to clarify the evidence that could be used to 'prove' pre-determination if a decision is challenged. This means that if councillors have campaigned on an issue or made public statements about their approach to an item of council business, they will be able to participate in discussion of that issue in the council and to vote on it provided they retain an open mind and are prepared to change their mind in the light of the debate. If, however, they have reached a final and

irrevocable view on a proposal before the debate at the Planning Management Committee, they should withdraw from the debate and not vote.

## 2.7 Training

2.7.1. All councillors of the Planning Management Committee shall receive training in planning procedures, which shall include the Protocols set out in Part 5.4 of this Constitution. A commitment to undertake training will be a prerequisite of membership of the Committee. All councillors of the Committee will be offered training within six months of appointment and at least annually thereafter. All councillors will be expected to attend the training offered. This training will cover subjects as may be determined from time to time by Planning Management Committee, after receiving advice from the Head of Planning Services..

2.7.2. Failure to undertake the initial training offered or persistent failure to undertake any further training by councillors of the Committee will result in disqualification from that Committee.

2.7.3. More generalised training will also be offered to all Councillors (and Town and Parish Councillors) as planning matters make up a significant part of ward councillor case work and it is therefore helpful for them to have a understanding of the processes involved.

## **3. *The Role of Officers***

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3.1 Case officers will notify the relevant councillors regarding proposals for major developments when there is substantive information to discuss. Officers will also notify relevant councillors of other proposals which they consider may be of interest. The relevant councillors are the Ward Member(s) for the relevant settlement and councillors of Planning Management Committee who have an interest in the area.

3.2 Case Officers will also provide the relevant councillors with regular updates regarding progress during the pre-application process which may be lengthy in some cases. Both the notification date and updates should be recorded on file.

3.3 It is the responsibility of officers to produce a short written note (in bullet point form) from any meetings with developers or applicants within 10 working days from the date of the meeting. This will include information about those present at the meeting, the issues identified and the actions to be taken. If councillors are present at the meeting a copy of these notes should be circulated to those councillors.

3.4 A follow-up letter for the developer/applicant will only be produced when documentary evidence has been left with the Council at the meeting and this

evidence requires confirmation or clarification of related points to a separate timescale or in a different format to that of the formal pre-application response.

- 3.5 A note will also be taken of telephone conversations where confirmation or clarification of significant issues or the call is seeking legal advice.
- 3.6 In preparing reports on applications, officers will:
- provide professional and impartial advice;
  - make sure that all information necessary for a decision to be made is given;
  - set the application in the context of the Development Plan and all other material considerations;
  - provide a clear and accurate written analysis of the issues in the report to Committee;
  - give a clear recommendation unless the Head of Planning Services considers, *in exceptional cases* involving significant developments (where the issues are finely balanced), that arguments for and against should be stated instead.

Please note that this discretion is expected to be used infrequently and when it is used, it will be reflected in the Minutes.

- 3.7 Except where provided for by an adopted scheme of delegation or where the Committee gives specific delegated authority, officers will only give advice or make recommendations.
- 3.8 Officers are responsible for carrying out the decisions of the Planning Management Committee.
- 3.9 The council endorses the Royal Town Planning Institute Code of Conduct, particularly the provision that chartered town planners shall not make or subscribe to any statements or reports which are contrary to their own professional opinions.

## ***4 Pre-Application and other discussions with applicants***

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- 4.1 Pre-application meetings with prospective applicants are encouraged. All sites are visited and assessed by officers as part of the planning application process. However, councillors may also wish to visit sites, for example, to understand local conditions and the relationship of a proposed development to the surrounding area. In doing so, they should not enter the site without permission or without wearing the appropriate Personal Protective Equipment. At all times on site they must obey the instructions of the site manager.
- 4.2 Most applications can benefit from the involvement of councillors as it will help improve understanding of the needs and views of local residents and could

help speed up the process. However, clear guidance is required to help both officers and councillors in carrying out their respective roles.

4.3 This Code will, in addition to pre-application discussions, also apply to any discussions related to a formal planning application before a decision is made and also any discussions following a decision.

#### 4.4 Formal pre-application meetings

4.4.1 Formal pre-application meetings can be defined as those where there are specific planning proposals for which the site developer or promoter is seeking advice from professional planning officers. Whether or not a fee is charged for will depend on the council's Fees and Charges regulations. The officer's advice on the likely acceptability of the proposal will be conveyed in writing to the developer and subject to the information provided by the developer being accurate and complete, will be reiterated during the determination or appeal of any subsequent planning application.

4.4.2 For major applications some meetings with prospective applicants will involve relevant councillors (Ward and/or Planning Management Committee) unless the meeting is focussed on technical/procedural matters only. The relevant councillors will be advised of meetings to discuss substantive matters in relation to major applications, to give them the opportunity to attend. Councillors may only attend pre-application meetings about major applications with developers when at least one officer is present.

4.4.3 The timing of meetings will need to be carefully considered as involvement of relevant councillors at an early stage is essential. For certain applications involvement at other stages would also be beneficial and a schedule of involvement will need to be agreed with developers.

4.4.4 It will be made clear at pre-application meetings that:

- only officers' initial and provisional views can be given, based on the information provided, and the provisions of the Development Plan (including any relevant Neighbourhood Plan) and other adopted Council policy;
- the role of the councillor(s) to listen to the discussion, identify issues that the developer will need to consider and represent community interests;
- any views expressed by councillors will not necessarily form part of the formal written advice;
- that decisions on planning applications are taken either by the Planning Management Committee, or by officers in accordance with an adopted scheme of delegation;
- no decisions can be made which would bind or anticipate any determination of any subsequent planning application by either the Planning Management Committee or officers specifically delegated (within the Scheme of Delegation) to make the decision;
- if the application is to be determined under a scheme of delegation the officer taking part in the pre-application discussions should indicate whether or not they will be the decision maker.

- 4.4.5 If at any point in the discussions the developer presses any councillors (particularly those serving on Planning Management Committee at the time of discussions) to take part in negotiations or express a view about the acceptability of the proposals, the officer will remind the meeting of the role of councillors and that no decisions can be made at the site meeting.
- 4.4.6 The officer will, within 10 working days from the date of the meeting, produce a confidential short written note in bullet point form of the main issues that were discussed. This will note those present, the issues identified at the pre-application discussions, and the actions to be taken. These notes will be circulated to the councillor attendees and forwarded to the applicant. A copy will also be placed on the pre-application file.
- 4.4.7 Any meeting or telephone correspondence notes, follow-up correspondence and e-mails with applicants will be placed on a pre-application file which will be retained for two years after the end of discussions/correspondence.
- 4.4.8 During that period access to the file will be restricted to officers and councillors who were invited to or attended pre-application meetings or were involved in drafting the pre-application advice letter.
- 4.4.9 If specifically requested, information placed on the pre-application file may be published on the council's web-site once a formal planning application has been received in relation to the subject of the pre-application discussions. Publication of this information will be subject to the following restrictions:
- Removal of all personal data which it would not be appropriate to release under data protection rules.
  - Agreement from third parties to the release of such information to ensure we meet our legal obligations in relation to confidentiality. (It is possible that permission to release whole documents or parts of documents may be withheld).
  - Removal of any information or document that are subject to legal professional privilege which would prevent them from being published.
- 4.4.10 To enable such publication, when developers submit a request for pre-application they will be asked whether they agree to the release of correspondence at the application stage

#### 4.5 Site Visits

- 4.5.1 Official site visits will be organised by officers for a few days in advance of the relevant Planning Management Committee. This will enable councillors to view sites in the context of their surrounds and to consider any points raised by the report to the committee
- 4.5.2. An official site visit must be accompanied by a planning officer, who will record who was present from the council.

- 4.5.3. For the benefit of the councillors, and anyone else on site or within hearing distance, the Chairman or Vice Chairman (of Planning Management Committee) must state the purpose of the visit, the procedure to be adopted, and tell everyone that the councillors will not hear oral representations as these can only be made at the Committee meeting.
- 4.5.4. A site visit must be conducted in a business-like manner. Councillors must remain together in a group led by the Chairman or Vice Chairman. They must not leave the group and enter into separate discussion with applicants, objectors or third parties.
- 4.5.5. Councillors must not discuss the merits or otherwise of plans or applications with anyone, except through the Chairman or Vice Chairman and then only to seek clarification of matters of fact.
- 4.5.6. The only persons allowed to be present on site, other than councillors of the Planning Management Committee and officers, are
- a) the owners and the applicant (where different) or agent, where their presence may be required to:
    - (i) provide access to the site;
    - (ii) advise the Chairman (or Vice Chairman) of any health and safety implications;
    - (iii) clarify any points of information which the Chairman or Vice Chairman (and only they) require.
  - b) The relevant ward councillor if the application has been called into committee by them. This councillor, through the Chairman (or Vice-Chairman), may briefly summarise the issues that form the basis for the call-in. They should not participate in any further discussions as per paragraph 4.5.5
- 4.5.7. No decision regarding the determination of an application can be made on site. The decision must be made at a formal committee meeting.
- 4.5.8. Should there be any breach of this protocol, the Chairman/Vice Chairman or lead officer has the authority to terminate a site visit, and any breach of this protocol will be recorded and referred to the Council's Monitoring Officer.

#### 4.6 Unofficial Visits & Meetings

- 4.6.1 An unofficial visit is one undertaken by a councillor, either at their own behest or at the request of an applicant or objector or Town or Parish Council, at which they identify themselves as a councillor, and at which an applicant, objector or Town/Parish Council representative is present. Such meetings can help the councillor understand the issues relating to a site and consequently enable them to pass on factual information to others.

- 4.6.2 Before undertaking an unofficial visit or meeting a councillor should consult the Head of Planning Services, the Planning Development Manager or the case officer and brief him or herself on the issues relating to the application. Any negotiations on a planning application should be carried out by officers.
- 4.6.3 The ward councillor(s) must be consulted if the unofficial visit is outside the councillor's ward.
- 4.6.4 A councillor on an unofficial site visit must avoid giving the impression that he/she represents the views of the Committee or the Council. If a councillor feels compelled to give a personal view, he or she should emphasise that the final decision is one for the Committee.
- 4.6.5 If the councillor concerned is a member of the Planning Management Committee, he/she can offer to represent the views of the applicant/objector or Town/Parish Council, but only on the basis that they are representing those views, which may or may not coincide with the councillor's own. The councillor should also make that clear to the Committee when the application is formally considered as well as noting that such a meeting or site visit took place.
- 4.6.6 If a councillor undertakes a site visit or meeting at the behest of one party, he or she must consider discussing the application with other interested parties. For example, if the councillor is approached to undertake a site visit by an applicant, he or she should consider discussing the matter with any objectors or the Town/Parish Council, who have already expressed view which the councillor will have become aware from his briefing by planning officers. If a councillor decides not to approach other interested parties, they may be asked the reason for that decision later.
- 4.6.7 If more than one councillor is involved in an unofficial visit, compliance with this Code is the responsibility of each councillor in attendance.
- 4.6.8 Any councillor who comes into contact with the applicant or objectors in the course of an unofficial site visit or meeting must declare it at the commencement of the meeting at which the matter is to be determined.

#### 4.7 Developer Presentations to Councillors

- 4.7.1 If a proposal is particularly significant, or has more than just local implications, a developer may be invited by officers to make a presentation to councillors on the Planning Management Committee, together with the appropriate ward member/s and all other councillors of the Council. Generally this will not be a public meeting however Town and Parish Council representatives will, where appropriate, be invited. There will always be an Officer/s in attendance at the presentation.
- 4.7.2 A developer will be advised of the time available for their presentation and will be expected to keep strictly to this programme.

- 4.7.3 At the start of the presentation the Chairman (or Vice-Chairman) will
- make it clear that councillors will listen to the presentation,
  - identify issues that the developer will need to consider further
  - note that councillors present will represent community interests and ask questions,
  - Reiterate that it will not be possible for any decisions to be made as these could bind or otherwise compromise the Planning Management Committee (or officers specifically delegated within the Scheme of Delegation) who will make the decision.
- 4.7.4 If at any point the developer presses for a view or seeks to negotiate with councillors, the Chairman/Vice-Chairman will remind everyone present of what they said at the start of the meeting.
- 4.7.5 After the presentation the officer will make within 10 working days a short written note in bullet point form of the main issues that were discussed. This will note those present, the issues identified, and the actions to be taken. The developer should provide the officer with any presentation material to assist with this. This note will be placed upon the pre-application file.

#### 4.8 Post application discussions

Councillors will not take part in post-submission discussions with applicants or other parties, except as provided for in this Code, unless the matter has been reported to the Committee and the councillors concerned have been specifically appointed by the Committee.

#### 4.9 Development of S106 Agreements

- 4.9.1 A Section 106 agreement is a legal agreement ( made under section 106 of the Town and Country Planning Act 1990) between a local planning authority and planning applicants which imposes financial and other planning obligations on the developer. They will form part of the planning permission if granted.
- 4.9.2 Section 106 agreements are drafted when it is considered that a development will have significant impacts on the local area that cannot be moderated by means of conditions attached to a planning decision. For example, a new residential development can place extra pressure on the social, physical and economic infrastructure which already exists in the area.
- 4.9.3 The S106 will vary depending on the nature of the development and will be based on the additional pressures that it would bring to the surrounding area if granted. The most common obligations include provision for Public Open Space, Affordable Housing, Education, Highways and Health Services.
- 4.9.4 The majority of contributions will be assessed using formulas set by Supplementary Planning Guidance. However these contributions have to be balanced with the need to ensure that they do not impede the viability of delivery of the site. This can mean that difficult decisions have to be made as

to which of the locally identified pressures is prioritised. The Case Officer will consult with relevant ward councillor(s) about the potential list of contribution areas to seek their views on the proposed priorities. The final decision on the Heads of Terms of the S106 Agreement will be confirmed at Planning Management Committee if the permission is agreed.

#### 4.10 Confidentiality

All pre-application discussions, and related information, are confidential and may not be disclosed to third parties without the prior consent of the applicant. *In particular officers and councillors should take care to distinguish information that may have been placed in the public domain by the developer from that provided at pre-application meetings which should remain confidential.*

## **5 Planning Management Committee**

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### 5.1 Reports

- 5.1.1 Committee papers will be available for public inspection five clear working days prior to the meeting.
- 5.1.2 All applications presented to the committee for decision will have a full written report from officers, including a summary of objections and the views of those who have been consulted, the relevant site or related planning history, the Development Plan context and relevant planning policies, any other material considerations, a reasoned consideration of the proposal and a clear recommendation unless the Head of Planning Services considers, in exceptional cases involving significant developments (where the issues are finely balanced), that arguments for and against should be stated instead.
- 5.1.3 The officer report will also set out the reasons why a planning obligation is required (if appropriate) and the recommendation will indicate the draft heads of terms that the obligation will contain. These details will also be recorded in the minutes of the meeting.
- 5.1.4 Any material planning information that is received after the written report has been prepared will be presented by officers to the committee. A written note of any report so made will be made and kept on the case file.
- 5.1.5 The Head of Planning Services, in consultation with the Chairman (or in their absence the Vice Chairman) may recommend to the committee withdrawal of any planning management item from the agenda of the committee subsequent to the preparation of the report, but prior to discussion by the Planning Management Committee, if the circumstances of the consideration of the item change within that period.

5.1.6 Where an application is determined in accordance with the report's recommendations, the decision will be reported in the minutes in accordance with the report's recommendations, subject to any amendments which officers or councillors put forward at the committee meeting and as may be resolved by the committee.

5.1.7 Where councillors disagree with the report's recommendation, the reasons for rejecting that recommendation will be formulated by the councillors, clearly stated at the meeting and recorded in the minutes of that meeting. The reasons for any subsequent decision should also be recorded. A copy of the minutes shall be placed on the application file. Councillors need to be sure that when they do not follow the report's recommendations; their decision is based on sound planning reasons, which may need to be justified at an appeal.

## 5.2 Call In to Committee

5.2.1 The council receives about 900-1000 applications a year. The majority of applications are determined by officers under delegated powers. (The delegated powers can be found in Section 3.2 paragraph 1(a) criteria (J) of the Constitution). A councillor may call-in an application, which would otherwise be determined under delegated, provided that they give notice within 21 days of being notified of the application. A reason for the call-in should be given, such as locally controversial application, or a request from the applicant

## 5.3 Public Speaking

5.3.1 Before an application is determined at a meeting of the committee, members of the public (one speaking in favour of the application, one speaking against the application and a Parish/Town Council representative) and any ENC councillor with an interest in the application may address the committee for no longer than 3 minutes, to outline points of concern or support, subject to compliance with the Council's published procedures on public speaking. This right reflects Articles 6 and 10 of the European Convention of Human Rights (Right to be heard and Freedom of Expression).

5.3.2 The Chairman can invite speakers to answer a question or clarify a point. The Chairman may also exercise discretion over the number of speakers, and how long they can speak for, in the event of exceptional public interest in an application (providing a balance of speakers is maintained).

5.3.3 Councillors who are not members of the Committee may address the meeting in their capacity as a County Ward, District Ward, Parish or Town councillors, after, and in addition to members of the public. If they wish to speak on behalf of planning application supporters or objectors during the public speaking session, they need to register following the usual procedure for members of the public.

## 5.4 Consideration of Applications at Planning Management Committee

5.4.1. When applications are considered, the order that will usually be followed is that the relevant officer will introduce the application, highlight key issues and draw attention to any relevant matters on the Update Sheet circulated at the meeting. The Chairman of the Committee will then call on any public speakers registered to speak on the application to present their position (see 5.3). Next the Chairman will call on a councillor serving on the Committee to start the debate on the application. The councillor who opens the debate will normally be a relevant ward councillor. However, where absence or a conflict of interest occurs then the Chairman may approach an appropriate alternative member of the Committee in advance of the meeting. Confirmation of this role will be confirmed in time for the relevant member of the committee to prepare their opening speech. The Chairman will also return to this member to propose a motion once debate has been finished, if a motion has not been proposed prior to that point.

## **6 *Council-related Applications***

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### 6.1 Applications by East Northamptonshire Council

6.1.1 Where the District Council is landowner it too will require planning permission or other approval before its own development may be carried out. The appropriate application will be submitted to the Council as local planning authority and will be treated in the same way as those submitted by private applicants.

6.1.2 All planning applications submitted on behalf of East Northamptonshire Council will be determined by the Committee.

### 6.2 Applications by Councillors and Officers

6.2.1 All planning applications which are submitted by or on behalf of councillors or officers, or their families, in their private capacity will be reported to the Committee for decision, rather than under any adopted scheme of delegation.

6.2.2 Councillors and officers will inform the Head of Planning Services and the Council's Monitoring Officer in writing of all such proposals. The councillor or officer concerned will take no part in the processing or determination of the application.

6.2.3 The councillor concerned, if present at the meeting at which the application is to be determined, will declare either a Disclosable Pecuniary or other interest as appropriate. The councillor concerned will have the opportunity of addressing the Committee if they wish, under paragraph 9.1, Part 4.1 of this Constitution, provided if it is a Disclosable Pecuniary Interest they have first obtained a dispensation. They will then withdraw from the meeting for the discussion and determination of the application in accordance with paragraph 13.15.

6.2.4 If the officer concerned is in attendance in an official capacity at the meeting of the Committee at which the application is to be determined he/she will similarly declare their interest and withdraw from the meeting for the determination of that item.

6.3.1 Applications by Town or Parish Councils

6.3.1 If a Town or Parish Council will benefit from an application that is being determined by Committee (other than through S106 obligations made to mitigate the impact of the development) then any 'dual hatted' councillors from that council should declare an 'other interest' and leave the debate area as they have an potential perceived conflict of interest in voting.

Amended by Council 11 January 2010 – minute 311(a); amended by Council 26 April 2010 - minute 472(c); amended by Council – 1 November 2010 – minute 212; amended by Council – 10 October 2011 – minute 152; amended by Council – 9 January 2012 – minute 333(b); amended by Council – 16 July 2012 minute 108; amended by Council 17 July 2017; amended by Council 8 November 2017 – minute 237(c); amended by Council 28 January 2019 – minute