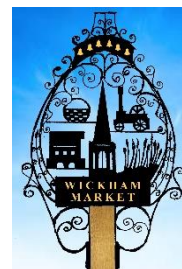


Wickham Market Neighbourhood Plan Committee

Protocol for meetings with Landowners



This document sets out the protocol for all Parish Council meetings with landowners and/or their agents, whether initiated by the Council or a PC Committee or by the working group for the Neighbourhood Plan.

These meetings are to be treated as confidential and must not be discussed outside the Neighbourhood Plan Committee or Parish Council.

1. Meetings should be led by the relevant group in respect of setting up the meeting, preparing the agenda, chairing and recording the meeting.
2. Where meetings are requested by landowners or their agents, they will be asked to provide details of the intended purposes prior to the meeting.
3. The full Parish Council must always be kept informed.
4. The possible benefits or drawbacks identified from any possible development or community infrastructure must be agreed by the relevant group or committee before any such meeting.
5. Planning Committee members are welcome to attend, and to contribute to, any Neighbourhood Plan meetings where plans for, or outcomes from, such a meeting are being discussed.
6. Meetings with landowners should have no more than five representatives, including two Parish Councillors, plus the Parish Clerk if available.
7. Those attending should be agreed beforehand. The number of parish representatives attending should not be overwhelming compared with those representing the landowner interest.
8. The aims of the meeting must be set out in writing before the meeting and sent to all those attending.
9. An agenda for the meeting will be produced, agreed beforehand and sent to the landowner prior to the meeting.
10. All Parish representatives attending must be aware of the boundaries of the discussion and the context of the relevant background information.
11. The landowner will be invited to bring an agent to assist with the meeting.
12. Meetings should be conducted in a professional manner with the focus being on the purpose of the meeting. There is scope for the meeting to be flexible regarding formality or informality, commensurate with the stage and purpose of discussions.
13. The meeting will be minuted and the record sent to all relevant parties as soon as possible following the meeting.

Follow up actions will be discussed at the next Parish Committee or Neighbourhood Plan meeting.

Richard Jenkinson
Chairman
Wickham Market Neighbourhood Plan Committee

6 August 2019