

# IPC Pre-planning Approach Guidelines (amended January 2021)

## Introduction

In an effort to maintain the openness and trust with our parishioners, Idmiston Parish Council (IPC) have drawn up a set of guidelines for developers and their agents (amended January 2021) who are seeking feedback on their proposed planning applications before any official planning application has been made.

## Meeting between the developers and the IPC

This is not something that we wish to do without the public present. Therefore, the IPC will only accept representation from developers and their agents in a pre-publicised public meeting such as the IPC monthly meeting or separate public meeting. There will be no direct representation or dialogue allowed with individual councillors.

## Advance Notice of plans via post / email

Please do not send us any material before any presentation has been made to the parishioners / IPC Councillors in a public meeting.

## Guidelines

The IPC appreciates that prior to putting in a planning application, the developer may want to gain some feedback from the parish concerned. We encourage this approach and what follows are guidelines that we recommend, to ensure the information is disseminated as widely as possible and full advantage is taken of the opportunity for dialogue and feedback from the parish.

### 1. Pre-meeting

- a. Visit the IPC website, [www.idmistonpc.org](http://www.idmistonpc.org) where you will find details of the Idmiston Parish Neighbourhood Plan. This highlights the parish priorities and the areas that are considered more suitable for potential development.
- b. Plan a public meeting with the parishioners in the Memorial Hall or request a slot during the public session of a future IPC meeting to present to the IPC

### For public meetings:

- i. Details of how to book the Memorial Hall are listed on the IPC website.
- ii. Send details of the meeting logistics to the Parish Clerk, who will post the notice of the meeting on noticeboards in the villages and on the *Events* section of the IPC website
- iii. Advertise the meeting in the Salisbury Journal
- iv. For weekday meetings we would recommend a start time of no earlier than 7pm as many parishioners work away from the area.

### For IPC meetings:

- Request a slot during the public session of an IPC meeting via the Parish Clerk.
- The Parish Clerk will include the request and publicise it via the IPC meeting agenda.

2. Public meeting a. Some members of the IPC will attend with the parishioners, but only in the capacity as parishioners themselves - it is the developer's meeting.

3. IPC Meeting. Councillors will attend and may raise questions and individual views may be shared, however they will not vote on the proposal

*Post-meeting* a. Send a copy of your presentation to the [parishclerk@idmistonpc.org](mailto:parishclerk@idmistonpc.org) who will load it onto the IPC website to allow meeting attendees and others to view the developer's ideas and plans.

- i. Please provide information in PDF format
- ii. Please include contact details within this pack as to where feedback should be directed – without this, parishioners will default to sending feedback to the Parish Clerk, which we wish to avoid for obvious reasons.

**Planning Application**

Once an official planning application has been made to Wiltshire Council, the IPC will review and provide feedback on the plans as they do with all planning applications, through Parish Council meetings.