



Tenterden Town Council

Developer Contact Policy

Reviewed	Adopted
Reviewed by Policy and Procedure sub-committee	17/08/2023
Reviewed by Planning Committee	04/09/2023
Adopted by Finance & General Purposes Committee	11/09/2023
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Introduction

This policy sets out how the town council will interact with developers, at pre-application stage and with regards to both undetermined and determined planning applications, but does not prevent individual councillors giving information or guidance on procedures generally. Matters relating to site visits, for undetermined planning applications are handled in the town council's Site Visit Policy.

Definitions

For the purposes of this policy, "developer" refers to any person or persons seeking to provide new residential accommodation (but not any extension to existing residential accommodation) in the civil parish of Tenterden and includes any individual and/or organisation and any agent or representative acting on their behalf.

Guidance

- a) Any decision to interact with a developer will be made by resolution of the town council (or the town council's Planning Committee), along with the scope and remit of the interaction and who will be involved.
- b) Correspondence with a developer will be undertaken by officers.
- c) Councillors must not meet with developers unaccompanied: at least two councillors and an officer must be in attendance throughout.
- d) During any interactions, councillors must not make comments, suggestions, or agreements that predetermine themselves or commit the council to a particular course of action.
- e) Councillors must be aware of the need to comply with the Code of Conduct during any interactions with a developer, and in the case where there is any interest (as set out in the Code), should seek advice as to whether they should participate.
- f) The Officer present must keep a record of any meetings, detailing date and duration, who attended, and what was discussed. This record of the meeting must be reported to the next meeting of the town council (or Planning Committee, as appropriate).
- g) Interactions with developers in respect of allocated sites within the Ashford Local Plan, will normally be handled by a steering group (administered by Ashford Borough Council) and will include participation by members of the public.
- h) Any meetings with a developer in respect of windfall sites must be held in Ashford Civic Centre or the Town Hall and should (where practicable) be facilitated by and in the presence of relevant ABC planning officer(s). If the developer agrees, meetings will be open to the public (as observers) up to a practical number that either office can accommodate, but developers can (if appropriate) claim commercial confidentiality to exclude members of the public.