

Protocol for the preparation of Development Briefs required by Policy DM4 of the Joint Development Management Policies Document

1. Prior to commencing work on a development brief, developers or landowners should seek a meeting with planning officers to agree the form, content, level of detail and timetable for the preparation of the development brief. Where sites are in multiple ownerships one owner may lead the process with the written agreement of all other owners.
2. The preparation of development briefs will have regard to the policies of the Local Plan. Approval to proceed to public consultation is delegated to the Assistant Director of Growth and the Portfolio Holder (Planning and Growth). Ward members will be notified in advance that such public consultation is to take place.
3. Developers will be responsible for undertaking an agreed form of consultation which will be in accordance with the council's Statement of Community Involvement. The council will identify which statutory bodies the developers should consult. The public consultation will normally involve a publicly accessible exhibition of the proposals attended by representatives of the developers/landowners and the proposals should be available for viewing/comment on the Internet during the consultation period.
4. Upon completion of the consultation, and after analysis of the responses received, developers should make any necessary amendments to the development brief and submit it to the council for approval. The submission document should be accompanied by a statement of public consultation which identifies:
 - when the consultation took place
 - who was consulted
 - an accurate summary of consultation submissions
 - the developers response to those submissions
 - a schedule of changes made to the draft development brief as a result of consultation.
5. Once submitted to the council, officers will assess the outcomes of the consultation and determine whether further consultation is required prior to determining whether to recommend the masterplan for adoption. If further consultation is required, this will be undertaken by the council unless it is clear that the original consultation is deficient in respect of the council's Statement of Community Involvement.
6. The development brief will then be approved by the Portfolio Holder or Cabinet and adopted as Informal Planning Guidance.