

Charlbury Town Council

Engagement Agreement for those wishing to consult the town council prior to submitting a planning application

February 2022

Charlbury Town Council welcomes the opportunity to engage with developers and others *without prejudice*, to discuss potential future plans for development within the parish of Charlbury subject to the acceptance by all parties of the engagement agreement set out below.

Anyone seeking such engagement must understand the town council's limited role in the planning process. The local planning authority responsible for planning decisions within the parish of Charlbury is West Oxfordshire District Council. Charlbury Town Council has no influence on those planning decisions beyond those as a consultee. However, the town council welcomes opportunities to discuss potential future developments, to explore ways in which such developments can best meet local needs and aspirations.

Engagement Agreement

In seeking engagement with Charlbury Town Council, we the undersigned agree to the following conditions:

- **Town Council Representation.** In any discussions, whether "in person" or virtual, Charlbury Town Council will be represented by a group comprising two or more current members of the council supported by the town clerk.
- **Transparency.** Discussions will be held in an open and transparent manner. Notes or minutes of meetings will be taken and agreed between all parties present. Once approved, these will be published by the town council into the public domain.
- **Without Prejudice.** The Town Council group will engage in these discussions "without prejudice" meaning that any comments made cannot and will not imply town council support, even in principle, to any specific future development scheme.

Charlbury Town Council has the following expectations for all developments within the parish

- **Neighbourhood Plan Compliance.** Any proposed developments in Charlbury must be fully compliant with all objectives and policies of the made Charlbury Neighbourhood Plan 2031.
- **Energy Efficiency and delivery of Zero Carbon living.** In recognition of the climate emergency (declared by central government, OCC, WODC and Charlbury Town Council), we expect new developments to exceed required standards for lifetime energy performance and the delivery of zero carbon living. Significant developments should be exemplars in this regard.
- **Local Consultation.** For any significant new development scheme, we expect the developer to conduct an open and meaningful consultation process with the community of Charlbury before submitting any planning application.
- **Helping to Deliver Charlbury's Aspirations.** As far as practicable, developments should seek to assist with realisation of community aspirations including affordable living, a thriving town centre and community, safe walking and cycling, and improvements in biodiversity.