

## Stafford Borough Council – Strategic Development Protocol

### Introduction

This protocol recognises that one of the keys to successful delivery of strategic developments in the Borough is a good relationship between the Council, the developer and the wider community. It sets out standards of service you can expect from the Council, the responsibilities under the protocol and the types of projects that would be dealt with in this manner. The protocol is not a passport to obtain planning permission for all developments, which still have to satisfy relevant national and local policies.

### Aims and objectives

- Provide greater certainty for all development parties (developers, Borough Council, elected members and the community) in the form of an agreed and pre-established timetable for handling major projects. The timetable will include the key stages and milestones, from scheme inception to implementation
- Provide a project co-ordinator for each major project, who will be responsible for managing the Borough Council response and chair project meetings
- Encourage the use of project teams, including representatives from all relevant council departments, the developers and key consultees
- Provide a framework for dealing with any legal issues
- Provide clarity on how the Borough Council will deal with any land interests it has in the project
- Provide a framework for consultation with the local community

### Criteria for identifying strategic developments and major projects

- Developments of strategic importance in terms of regeneration, long term job creation, town centre improvement and investment value
- Developments with wide corporate involvement by the Borough Council

### Responsibilities under the protocol

#### Borough Council

- Nominate a project co-ordinator and inform the developer who it is, with contact details. Project co-ordinator to chair and arrange project meetings
- Set a programme for each major project in agreement with the developer, setting out key stages and milestones for the process
- Set out the requirements for consultation (both internal to the council and external)
- Inform the developer at an early stage what the Borough Council's aspirations are for any legal agreements and land transactions
- Regularly review the programme and provide feedback to the developer in order that any necessary revisions can be made

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- Provide timely response to requests for discussions and meetings with the developer
- Identify the issues and information required to be addressed in any planning application at an early stage, include the heads of terms for legal agreements

### Developer

- Agree a programme, including the key stages and milestones, which take into account the need for discussion and review to take place
- Respond within the agreed timescales to requests for further information and/or revisions
- Agree to contribute to and participate in an appropriate level of public consultation
- Attend pre application meetings to discuss potential issues and requirements
- Attend project meetings
- Keep the Borough Council informed of progress at all stages of the project
- Provide a complete planning application with all of the requested supporting information as agreed with the Borough Council through its planning checklist, including a draft legal agreement where appropriate