

4.9.4 You should not decide or discuss how to vote on any application at any sort of political group meeting, or lobby any other member to do so. Political group meetings should never dictate how members should vote on a planning issue.

4.10 Site Visits

4.10.1 Site Visits by PAC

It is not general practice to arrange site visits for the Committee. Such site visits will only be considered where the expected benefit is substantial.

4.10.2 You should not request a site visit unless you feel it is strictly necessary because:

-) The impact of the proposed development is difficult to visualise from the plans and any supporting material, including photographs taken by officers (although if that is the case, additional illustrative material should have been requested in advance); or
-) There is a good reason why the comments of the applicant and objectors cannot be expressed adequately in writing or by verbal presentation at the Committee meeting.

Site Visits by individual members of PAC

4.10.3 Many members will already be familiar with sites which are the subject of applications but not in all cases. It is normal and proper for members in these circumstances to visit a site themselves before the Committee meeting. Where individual members of the Committee wish to undertake their own site inspection prior to the Committee meeting, these should be conducted unannounced and limited to from a public vantage point. **Members of the Committee should not visit an applicant's property to avoid the perception of bias.** Members of the Committee should not arrange to meet applicants/agents or third parties for the purpose of a site inspection.

4.10.4 If a Committee member is approached on site by any applicant/agent, objector or other third party interest they should seek to avoid discussion of the application and should ensure they do not give any indication of their views or the likely decision of the Committee.

4.11 Conduct at Meetings

4.11.1 You should not allow members of the public to communicate with you during the Committee's proceedings other than through the scheme for public speaking, as this may give the appearance of bias. You should avoid communicating privately with applicants and objectors during the Committee meeting.

4.11.2 Avoid speaking to other members whilst the applicant or objectors are making representations to PAC. It may give the impression you are not taking into

consideration their views.

4.11.3 Be aware of public perception. You should be paying attention to the discussion