

## Nigel Adams

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**From:** Nigel Adams  
**Sent:** 01 August 2017 15:19  
**To:** Members  
**Cc:** Bhavna Patel  
**Subject:** BDL Application re the Chesterton Strategic Site - Transparency Arrangements re Member and Officer Interests - Questionnaire  
**Attachments:** CDC Code of Conduct 090713.doc; Planning Protocol - Guidelines for Councillors and Officers.doc; LGA-PAS - Probity in Planning 2013.pdf; Details of those involved - Applicant.xlsx; CHESTERTON CONTRIBUTORS as at 31.07.2017.xlsx; Details of those involved - CDC.xlsx  
**Importance:** High

Dear Councillor

At its Meeting on 21<sup>st</sup> February 2017, as part of its deliberations regarding the processes and procedures to be followed in relation to the consideration and determination of the above application, the Council unanimously agreed an approach to ensure maximum transparency in the identification of potential Member and Officer interests - in order to (i) protect the interests of the Council and individual Members and Officers; (ii) enable the issue of Member/Officer interests to be established in advance of, rather than at, the Special Council Meeting, and be made publicly known; and (iii) minimise the potential for any challenge on procedural grounds.

The agreed approach involves Bhavna and I (as Monitoring Officer and Deputy Monitoring Officer) meeting with every Member individually to discuss the issue of interests; provide appropriate advice; receive confirmation from each Member of the nature of any interest that he/she might have and its impact on participation in the Special Council Meeting; and then publish such information. An identical approach will be adopted in relation to any Officer who is involved in the determination process.

In this connection, Members and Officers are requested to complete the attached questionnaire, based on their involvement with the application to date and having regard to the Code of Conduct and other related Protocols and guidance documents - **and to return the completed questionnaire to me before the interview takes place**. This will enable Bhavna and I to identify anything which may need to be pursued further as part of the interview.

To assist the process, copies of the following documents are attached:-

- CDC Code of Conduct
- CDC Planning Protocol - Guidelines For Councillors and Officers
- Probity in Planning for Councillors and Officers (joint Local Government Association (LGA) and Planning Advisory Service (PAS) publication - April 2013 - reflecting the changes introduced in the Localism Act 2011)
- Details, provided by the Applicant's agent, of the key individuals/companies/consultancies that have inputted into the Chesterton Development application (including details of the Applicant Company, Bathurst Development Limited)
- A list of contributors - objectors and supporters - produced via the online planning portal; together with details of the groups/organisations that have objected/supported/made observations
- Details of the CDC Officers who have been involved with the application and the consultants/other agencies that CDC has engaged to provide support with the consideration of the application
- A site location plan (via separate e-mail due to its 'electronic size').

'Hard' copies of these documents are also being posted out to you.

I will also send a separate e-mail with details of the available interview times/dates.

Kind regards,

Nigel.

Nigel Adams  
Head of Democratic Services and Deputy Monitoring Officer  
Cotswold District Council

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