



**If you have any enquiries about this agenda, please contact Corporate and Community Services, telephone 01271 388253**

Note: copies of representations received relating to planning applications are available to view on the web, linked to the associated planning application record - [www.northdevon.gov.uk](http://www.northdevon.gov.uk)

<b>PLANNING SITE INSPECTION GOOD PRACTICE</b>	
<b>Do</b> try to attend site visits organised by the Council where possible	<b>Don't</b> hear representations from the applicant or third parties
<b>Do</b> ensure that you treat the site inspection only as an opportunity to seek information and to observe the site	<b>Don't</b> express opinions or views to anyone
<b>Do</b> ask questions or seek clarification of matters which are relevant to the site inspection	<b>Don't</b> visit a site on your own, even in response to an invitation, unless you have spoken to the Planning Department.

27/04/2017



### North Devon Council protocol on recording/filming at Council meetings

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

#### **Notes for guidance:**

Please contact either our Corporate and Community Services team or our Communications team in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

For more information contact the Corporate and Community Services team on **01271 388253** or email **memberservices@northdevon.gov.uk** or the Communications Team on **01271 388278**, email **communications@northdevon.gov.uk**.

