

PLANNING COMMITTEE

An excerpt of the minutes of the meeting held on Wednesday 6 January 2010 in the Town Hall, Royal Leamington Spa at 6.00pm.

PRESENT: Councillor MacKay (Chairman): Councillors Barrott, Mrs Blacklock, Mrs Bunker, Copping, Ms Dean, Mrs Higgins, Illingworth and Rhead.

Apologies for absence were received from Councillor Kinson.

243. DECLARATIONS OF INTEREST

There were no declarations relating to minute 253.

253. PROCEDURES AND GUIDANCE

The Committee considered a report from Planning and Members' Services which brought revised procedures for the administration of the Planning Committee.

The proposal places all the relevant procedural matters for Planning Committee into a single reference point document for all parties to access. With regard to recommendation 2.3, at present the scheme of delegation reads Applications where a written request is received from a member of the Warwick District Council within the specified consultation period i.e. 21 days. That Committee referral is required. The Development Control Manager felt that this should be amended to read as set out above to provide clarity for both officers and Councillors.

An alternative was that these documents could be left in the constitution. However, this was not recommended as it was more difficult for members of the public to access them, and more difficult for them to reflect speedily changes such as changes in committee membership. It was also intended that the revised procedures would bring forward proposals to make the workings of the committee more transparent and defined.

The Committee advised of a few minor amendments which the Planning Officer agreed would be altered before the document was submitted.

RECOMMENDED that

- (1) the Council remove the following three documents from the constitution
 - (i) the public speaking procedure rules at Planning Committee (while retaining a requirement within the Constitution for public speaking on Planning Applications and on TPO matters);
 - (ii) Planning Code of Conduct;
 - (iii) Planning Site Visit procedure rules and notes the adoption of the local procedure by Planning Committee in the "Planning Committee a Guide" booklet; and

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- (2) Council amend the officer scheme of delegation P(18) bullet point 1 to read "Applications where a written request including reasons is received from a member of the Warwick District Council within 21 days of the notification of the application via the weekly list and by no later than the expiry date of the latest consultation period relating to the particular application."

RESOLVED that from the date Council removes the above from the Constitution the Committee adopts the local procedure in the form of "Planning Committee a Guide" booklet and delegates to the Monitoring Officer the power to amend the Committee membership and contact details within the booklet as required.

(The meeting ended at 7.50 pm)