

 Planning Committee 28 February 2012		Agenda Item No. 17
Title	Proposed revision to the operation of Planning Forum	
For further information about this report please contact	Graham Leach graham.leach@warwickdc.gov.uk 01926 456114	
Wards of the District directly affected	None	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006?	No	
Date and meeting when issue was last considered and relevant minute number	September 2011	
Background Papers		

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No
Equality & Sustainability Impact Assessment Undertaken	No

Officer/Councillor Approval		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		
Head of Service		
CMT		
Section 151 Officer		
Monitoring Officer		
Finance		
Portfolio Holder(s)		
Consultation & Community Engagement		
All Warwick District Councillors – November 2012 All Planning Forum members November 2011 to January 2012 Planning Forum 2 February 2012.		
Final Decision?		No
Suggested next steps (if not final decision please set out below)		
Final proposal will be submitted to the executive in March along with the proposals for the Warwick District Town’s Conservation Area Advisory Forum.		

1. **SUMMARY**

- 1.1 The report brings forward a proposal for amendments to the operation of the Planning Forum and establishes a clearly defined purpose.

2. **RECOMMENDATION**

- 2.1 That the proposed purpose and definition of Planning Forum is submitted to the Executive for approval.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The revisions are based on a discussion at the last meeting of the Forum and have been consulted on with all members of the forum, plus all Warwick District Councillors. No objections to the proposal have been made and several letters of support have been received.

4. **POLICY FRAMEWORK**

- 4.1 The revision to the process of Planning Forum will provide greater clarity on its work and purpose and would also enable greater engagement and training on planning matters.

5. **BUDGETARY FRAMEWORK**

- 5.1 It is believed that the increased cost to the Council of providing refreshments before the meeting can be met within the current budget for refreshments at meetings. However this will need to be reviewed in 12 months.

6. **ALTERNATIVE OPTION(S) CONSIDERED**

- 6.1 It would be possible to continue with the approach at present, however attendance at meetings has typically been low and at present no defined remit is known to be held by officers.

7. **BACKGROUND**

- 7.1 Officers of the District Council have felt for some time that Planning Forum is struggling and needs a defined remit. Following a survey of members in 2011 it was found that members of the forum agreed.
- 7.2 A draft proposal was outlined to the Forum in September and consulted on at the end of 2011. No negative comments on proposals were received but some aspects of clarification have been included within the proposal as an outcome of the consultation.
- 7.3 The Planning Forum considered the proposal at its meeting on 2 February 2012 and made some minor changes.

1. Purpose

- To educate Members of the Forum and, thereby, the wider public in the planning system and its operation;
- To inform Members of the Forum on the development of planning policy affecting the District;
- To discuss and receive feedback from Members of the Forum on the District Council's operation of the planning system within the District (excluding discussion on any 'live cases', i.e. current planning applications, proposals yet to be submitted as planning applications, or ongoing enforcement investigations); and
- To discuss issues of general planning concern or interest at the discretion of the Chairman of the Forum.

2. Why do we do it?

- To improve understanding of the planning system and its operation amongst our partners, and to improve the quality of their input into the planning process;
- To involve and raise awareness of our partners with the development of planning policy within the District; and
- To help improve our service and to understand the views of our partners.

3. When is it?

- The Forum will meet twice yearly in April and October on either a Monday or Thursday evening at 6pm; and
- Other Forums may be held as required

4. Where is it?

- The Forum will be held in the Council Chamber at Leamington Spa Town Hall (seating arrangement to be in an informal theatre style).

5. Who will be invited to attend

- All Warwick District Councillors;
- All Town & Parish Councils within the Warwick District area;
- All Warwickshire County Councillors for the Warwick District area;
- Any community organisation from within the District who wish to attend; and
- The public can attend as observers to the meetings but not participate.

6. How does it operate?

- The Forum is chaired by the Vice Chairman of Planning Committee;
- The Forum receives presentations by officers/Members of the District Council as appropriate;
- Copies of presentations will be made available to our partners;
- For 30 minutes before the start of the Forum there will be tea & coffee available to allow time for networking; and
- The operation of the Forum will be regularly reviewed every 12 months.