

## **BRIEFING PAPER FOR FIRST MEETINGS OF THE STRATEGIC PLANNING COMMITTEE AND THE DEVELOPMENT MANAGEMENT COMMITTEE**

### **A. CHANGES MADE TO COMMITTEE RULES 10 AND 15 IN RELATION TO MEETINGS OF THE PLANNING COMMITTEES**

1. As Members are aware, in establishing the new Committees, Council on 19 October 2006 also agreed changes to Committee Rules 10 and 15 with specific reference to the Strategic Planning Committee and the Development Management Committee.
2. Those Rule variations provide for those Committees to:-
  - 2.1 commence their meetings at 6.30 p.m.
  - 2.2 close their meetings by no later than 11.00 p.m. (having allowed for any extensions of time beyond 10.00 p.m., as required).

Enc. (A copy of the changes adopted at Council is attached for information)

3. This first meeting of this Committee is now requested, in particular, to consider the process by which it will conform with the absolute closing time of 11.00 p.m.
4. In order that the 11.00 p.m. Rule should not be breached the Committee will need to consider carefully whether any new business/item commenced after 10.00 p.m. can be guaranteed to be concluded by 11.00 p.m. If that prospect is in doubt the Committee would be better advised to conclude the meeting at that point with that next item deferred, rather than risk not completing the consideration by 11.00 p.m.
5. Appropriately, the Committee may consider under the Arrangement of the Agenda item whether the business to be undertaken would benefit from any revisions in the order of the items, to give priority to important and/or lengthy matters and thereby avoid these arising in the vicinity of the "guillotine".
6. A working practice such as outlined at 4 and 5 above would protect the Committee (and the Authority) from prejudicing third party rights or interests affected by an item of business being arbitrarily curtailed at 11.00 p.m.

### **FOR CONSIDERATION**

### **B. ROLES OF THE STRATEGIC PLANNING AND DEVELOPMENT MANAGEMENT COMMITTEES: DEFINITIONS OF MAJOR PLANNING APPLICATIONS**

1. The Terms of Reference for the Strategic Planning Committee and the Development Management Committee were submitted to and approved by Council on 19 October 2006.

Enc. These are attached for noting.

2. The primary distinction between the roles of the two Committees is that the Strategic Planning Committee will normally determine “major” development applications and all other applications for planning permission would normally be dealt with by the Management Development Committee. Enforcement issues arising from major developments will also normally be dealt with by the Strategic Planning Committee and similarly, enforcement issues arising from applications at the Management Development Committee would normally be dealt with by that Committee.
3. As previously reported to Planning Committee Members (Development Control Committee – July 2006) the definition of a major application is as set out in circular 15/92, as follows:-  
  
 “Including: “residential developments (whether by conversion or new build), involving the creation of 10 or more units, or where the number of units is not known, those with a site area of 0.5 hectares or more; or other developments with a floorspace of 1000m<sup>2</sup> or more or with a site area of 1 hectare or more”.
- “Minor matters” are defined as “all those matters not being major matters or matters already delegated for determination by officers”.
4. The Committees are asked to note and endorse these definitions in the context of the distinction in their Terms of Reference.
5. Officer support and advice will be appropriate to the Committees’ workloads . This will normally involve the Director of Planning services attending the Strategic Planning Committee.

## **FOR CONFIRMATION**

### **C. MEETING DATES FOR THE STRATEGIC PLANNING AND MANAGEMENT DEVELOPMENT COMMITTEES FOR THE BALANCE OF 2006/07.**

1. The dates already provided in the Calendar of Meetings for the former Development Control Committee have been allocated on an alternating basis between the Strategic Planning Committee and the Management Development Committee.
  2. A paper setting out the proposed meeting dates was provided to the Council Meeting on 19 October and is now attached again for noting and endorsement by the Committees.
- Enc.

## **FOR INFORMATION**

### **D. BRIEFINGS**

1. Members of the Committees will have the opportunity to attend a single briefing meeting where officers will provide factual information and respond to requests for additional information.
2. The purpose of the briefing is for Members to clarify any issues they feel necessary to enable them to make a properly informed decision at the Committee meetings. With current limitations on staffing it is no longer possible to service more than one briefing.

## **FOR INFORMATION**

## **E. DELEGATION**

Officers will be consulting Members on potential revisions to the Scheme of Delegation which will make the Committees' workloads more manageable and maintain service levels in the light of resource availability, particularly staffing.

## **FOR INFORMATION**