

SURREY HEATH BOROUGH COUNCIL

Surrey Heath House
Knoll Road
Camberley
Surrey
GU15 3HD

Tuesday, 4 April 2017

To: The Members of the Surrey Heath Borough Council

Dear Councillor,

You are hereby summoned to attend a meeting of Surrey Heath Borough Council to be held in the Council Chamber, Surrey Heath House on Wednesday, 12 April 2017 at 7.00 pm. The business which it is proposed to transact at the meeting is set out below.

Please note that this meeting will be recorded.

Yours sincerely

Karen Whelan

Chief Executive

1. **Apologies for Absence**

To report apologies for absence.

2. **Minutes**

To approve as a correct record, the minutes of the meeting of the Council held on 22 February 2017.

3. **Mayor's Announcements**

4. **Leader's Announcements**

5. **Declarations of Interest**

Members are invited to declare any Disclosable Pecuniary Interests and non-pecuniary interests they may have with respect to matters which are to be considered at this meeting.

6. **Questions from Members of the Public**

To answer questions, if any, received under Council Procedure Rule 10 (Paragraph 3 of the Public Speaking Procedure Rules).

7. Questions from Councillors

To deal with questions, if any, received under Council Procedure Rule 11.

8. Executive, Committees and Other Bodies

To receive the open minutes of the following bodies (minutes reproduced in the Minute Book), to answer questions (if any) in accordance with Council Procedure Rule 11.5 and to consider the recommendations as set out below:

- (a) Council - 22 February 2017
- (b) Executive - 7 March 2017 and 4 April 2017 (to follow)

7 March 2017

85/E - Allocation and Expenditure of Planning Infrastructure Contributions

Recommended to Council that the Capital Programme for 2017/18 be increased by £613,000.

(Note: The following recommendation will be considered by the Executive at its meeting on 4 April 2017. Any changes to this recommendation will be reported at the meeting.)

4 April 2017

97/E - Pay Award 2017/18

Recommended to Council a 2% pay award for 2017/18, to be funded from within the existing salaries budget.

- (c) External Partnerships Select Committee - 16 February 2017
- (d) Planning Applications Committee - 9 March 2017 and 5 April 2017 (to follow)
- (e) Licensing Committee - 15 March 2017
- (f) Joint Staff Consultative Group - 16 March 2017
- (g) Appointments Committee - 21 March 2017
- (h) Performance and Finance Scrutiny Committee - 22 March 2017

(i) Audit and Standards Committee - 30 March 2017 (to follow)

9. Members' Allowances Scheme (Pages 5 - 16)

To consider the report and recommendations of the Independent Remunerations Panel. (Attached)

10. Governance Working Group (Pages 17 - 44)

To consider the report and recommendations of the Governance Working Group (attached).

11. Leader's Question Time

The Leader to answer questions from Members in relation to the Executive functions of the Council.

12. Exclusion of Press and Public

The Mayor to move "That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the consideration of the business set out in items 13 and 14 below on the ground that they involve the likely disclosure of exempt information as defined in paragraphs 1, 3 & 5 of Part 1 of Schedule 12A of the Act."

13. Council, Executive and Committees - Exempt (Pages 45 - 46)

To receive the exempt minutes (reproduced in the Council Minute Book) and to answer questions (if any) in accordance with Council Procedure Rule 11.5.

14. Review of Exempt Items

To review those items or parts thereof which can be released as information available to the public.

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Members' Allowances – Report of the Independent Remuneration Panel

	Chief Executive
Ward(s) Affected:	n/a

Purpose

To consider the recommendations of the Independent Remuneration Panel in respect of the Members' Allowance Scheme.

Background

1. The Local Government Act 2000 requires all local authorities to appoint an Independent Remuneration Panel (IRP), to advise on the terms and conditions of their Scheme of Councillors' Allowances. The Local Authorities (Members Allowances) (England) Regulations 2003, as amended and the Guidance on Consolidated Regulations for Local Authorities, determine how the Panels are to operate.
2. A Members Allowances Scheme can apply for up to 4 years and can be indexed to the Retail Price Index (RPI) or the Consumer Price Index (CPI).
3. Members' allowances were previously reviewed in 2012. At that point, allowances were frozen for a period of one year, then indexed to CPI for 4 years, that period finishing at the end of the 2016/17 municipal year.
4. A review is now required and specifically in relation to:
 - the basic allowance;
 - special responsibility allowances;
 - travel and subsistence allowances;
 - dependents' carers' allowances
 - any other allowances;
 - whether to index link any increases (up to 4 years); and
 - whether payment of allowances may be backdated.

Panel Members

5. The Chief Executive, under delegated authority, appointed the following members of the IRP, in consultation with party group leaders:
 - ◆ Lucy Brown – Chief Executive, Disability Initiative
 - ◆ Ian Hylan – Executive Principle, Tomlinscote School and 6th Form College
 - ◆ Robin Lennie – MD, Stihl
 - ◆ Paul Marcus – MD, Eagle Radio Ltd
 - ◆ Mark Selby – EM3 LEP Growth Hub

Current Position

6. The IRP met on 6 February 2017 and its report, in relation to the proposed Council's Members' Allowance Scheme is attached at Annex A.
7. A separate report will be sent to Parish Councils on the IRP's recommendations on Members' allowances for those Councils.

Options

8. The Council has to have regard to the IRP's report when making a new Allowance Scheme, but does not have to agree with all or any of the elements thereof.
9. As a result, the Council has the options to adopt the recommendations of the IRP in relation to the Members' Allowances Scheme, to adopt an amended or different scheme, or to ask the IRP to reconsider its recommendations.

Summary of the IRP Recommendations

10. The Panel recommended that:
 - (i) the basic allowance for Members, currently £4,990, be increased annually by 1% in May 2017 and May 2018;
 - (ii) a new Special Responsibility Allowance be established for the Deputy Leader, to commence at £8,600 on 17 May 2017 and to increase by 1% in May 2018 in line with other allowances;
 - (iii) a Special Responsibility Allowances for the Chairman and Vice-Chairman of the Audit and Standards Committee be commensurate with those of the Chairmen and Vice-Chairmen of Scrutiny/Select Committees;

- (iv) Special Responsibility Allowances, currently as set out below (with exception of the arrangements for Deputy Leader proposed at (ii), above), be retained and be increased by 1% per annum in May 2017 and May 2018:

	Current Allowances	New Allowances
The Leader	13,591	13,727
Political Group Leader	4,534	4,580
Member of the Executive	4,534	4,580
Scrutiny/Select Committee Chairmen	3,627	3,663
Scrutiny/Select Committee Vice-Chairmen	1,448	1,463
Planning Applications Committee Chairman	4,199	4,241
Planning Applications Committee Vice-Chairman	2,099	2,120
Licensing Committee Chairman	3,627	3,663
Licensing Committee Vice-Chairman	1,813	1,831
Audit and Standards Committee Chairman	3,627	3,663
Audit and Standards Committee Vice-Chairman	1,448	1,463
Mayor	4,728	4,775
Deputy Mayor	1,575	1,591

- (v) subsistence allowances match those received by Borough Council Officers;
- (vi) car mileage payments be at the maximum rate per mile that can be paid tax-free as defined by HM Revenue and Customs or the rate for Officers, whichever is the lower;
- (vii) subject to the proof of payment being submitted with all claims, child and dependant carer's allowances be paid as follows:
 Childcare – Up to £7.00 per hour (*No change proposed*)
 Carers of Dependents – up to £17.50 per hour (*previously up to £15*); and
- (viii) in the event that a decision on allowances cannot be made before the start of the municipal year, allowances payable to Borough Councillors for 2017/18 be backdated to 17 May 2017.

Resource Implications

11. The current expenditure against the Members Allowances budget, which includes both basic Members' allowances and special responsibilities allowances, is £278,195.

12. If the Council decides to adopt the recommendations of the IRP without amendment this would result in an increased budget requirement in 2017/18 of £6,811.
13. This would give expenditure against the Members' Allowances budget for 2017/18 of £285,006.
14. If the IRP recommendations for 2018/19 were adopted, a 1% increase across the board would equate to a budget increase for that period of £2,850, raising expenditure to £287,856.
15. Furthermore there is a requirement to publish a notice in local newspapers, on the recommendations of the IRP and how the full report can be accessed. This has been done and the costs will be met from existing budgets.

Recommendation

16. The Council is asked to review the Members' Allowances Scheme, in the light of the recommendations of the Independent Remuneration Panel, and to recommend accordingly.

Annexes: Report of the Independent Remuneration Panel – Annex A

Background Papers: None

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MEMBERS' ALLOWANCES

**REPORT OF THE
INDEPENDENT REMUNERATIONS PANEL**

TO

SURREY HEATH BOROUGH COUNCIL

6 FEBRUARY 2017

Report of the Independent Remuneration Panel on Members' Allowances

Members of the Panel

- ◆ Lucy Brown – Chief Executive Disability Initiative
- ◆ Ian Hylan – Executive Principle, Tomlinscote School and 6th Form College
- ◆ Robin Lennie – MD Stihl
- ◆ Paul Marcus – MD Eagle Radio Ltd
- ◆ Mark Selby – EM3 LEP Growth Hub

Officers

- ◆ Richard Payne – Executive Head of Corporate
- ◆ Jane Sherman – Democratic and Electoral Services Manager
- ◆ Andrew Crawford – Democratic and Electoral Services Officer

1. Terms of Reference

The Independent Remunerations Panel (IRP) acknowledged its Terms of Reference, as issued by the Chief Executive of Surrey Heath Borough Council and noted that these complied with current legislation, including the Members' Allowances Regulations 2003, as amended and the Guidance on Consolidated Regulations for Local Authorities.

2. Evidence Considered

- 2.1 The Panel was mindful of the Legislation on Members allowances and in particular the Local Government Act 2000, Members' Allowances Regulations 2003 and related guidance.
- 2.2 It was noted that the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 – Regulation 26 had revoked access to the LGPS for Councillors, other than those in the Scheme prior to 1 April 2014. No Borough Councillors had been Scheme members prior to the cut-off date.
- 2.3 The Panel referred to the report of the previous IRP, which had reported in 2012, noting the reasoning behind its recommendations on Borough Council Members' allowances.
- 2.4 It was noted that the previous Panel had taken into account the impact of the Strong Leader structure on the workload of councillors and had paid particular attention to the roles benefiting from special responsibility allowances.
- 2.5 The Panel had available to it a package of comparator data, including schemes operated by a range of Councils across South East England,

information on current Member roles within the Council and Member responses to a survey on workloads and financial loss.

- 2.6 The Panel was made aware of potential future changes in the make-up of the Council and in particular with the numbers of Members on the Council. This was reflected in Panel recommendations on when a future IRP should meet.

3. Principles of Setting the Allowances

The Panel, in its consideration, took into account the following principles:

- (i) There was a need to ensure that the level of allowances allowed those who worked ,or who had carer roles, an opportunity to come forward as councillors and to carry out their roles successfully;
- (ii) The work of a Councillor is essentially voluntary in nature. Government Guidance also recognises that some elements of Members' work should remain voluntary;
- (iii) Any scheme of allowances should be fair, transparent and logical;
- (iv) Allowances apply to roles within the Council, not individual Councillors;
- (v) Allowances should represent reasonable compensation to Councillors for expenses they incur, and time they commit, in relation to their role, not remuneration for their work. Councillors are not paid employees of the Council and their allowances should not be treated as salary;
- (vi) Allowances cannot be used to recognise individual performance. The legislation does not provide for "performance related" allowances.
- (vii) Special responsibility allowances are used to recognise the significant additional responsibilities which attach to some roles, not just the extra time required.

4. Key Issues

- 4.1 Members' allowances had previously been reviewed in 2012/13. As a result of this review, Members allowances had not changed in 2012/13, but had been indexed to the CPI from 2013/14 for a period of 4 years. This arrangement would end after the 2016/17 municipal year.

A review of Borough allowances had now been requested, specifically in relation to:

- the basic allowance;
- special responsibility allowances;
- travel and subsistence allowances;

- Child and Dependents' carers' allowances
- whether to index link any increases (up to 4 years); and
- whether payment of allowances may be backdated.

5. Summary of Findings - Borough Councillor Allowances

- 5.1 The Panel considered the range of allowances applicable to Borough Councillors. Consideration was given to comparator data provided by the South East Employers and the outcome of a Member survey.
- 5.2 The Panel noted that the Council was likely to be subject to considerable changes over the next few years, particularly in relation to funding arrangements and the provision of health and social care (such as the Sustainability and Transformation Plan) and devolution, which could affect all layers of local government. In addition it was noted that a review of the Council's electoral arrangements would be likely to see a reduction in the number of councillors from 40 to 35 from May 2019 onwards. As a result the Panel considered that their recommendations should only apply for a 2 year period, i.e for 2017/18 and 2018/19, so as to allow for a further review following the Borough Council elections in May 2019.
- 5.3 The Panel also noted that the data provided relating to the allowances paid by other councils in the south east, supported the view that the Council's current level of basic allowance, Special Responsibility Allowances and other allowances, were at a comparable level to those of neighbouring authorities with similar demographics.
- 5.4 Recent changes were noted to the support received by Members, with the introduction of iPads (without SIM cards) and a corresponding withdrawal of allowances related to ICT.
- 5.5 Considering the position at the time of the previous IRP and the changes listed in this report, the Panel proposed the following:

(i) **Basic Allowance**

The Panel recommend that the basic allowance for Members, currently £4,990, increase by 1% in May 2017 and May 2018. It was considered that this would provide certainty for the Council in agreeing its budgets whilst providing an increase in allowances so that they remained up to date.

(ii) **Special Responsibility Allowances (SRA)**

The Panel noted that, since 2012, the impact of the Strong Leader role had now been fully recognised. The Panel were advised that, since the

last review, the Council had become more business orientated and commercially focussed, particularly since the purchase of a substantial number of land holdings in Camberley Town Centre and 2 industrial estates in the wider Borough. This had had a considerable effect on the responsibilities of all councillors, but principally the Leader and Deputy Leader.

It recognised that the Leader was supported by the Deputy Leader and that many other district councils provided for a deputy leaders allowance to recognise the workload, risks and responsibilities of that role. The Panel were of the opinion that it would be appropriate to introduce a SRA for the role of Deputy Leader.

The Panel acknowledged the continuing demands placed on the Chairman and Vice-Chairman of the Planning Applications Committee, which had been highlighted by the previous IRP.

It was noted that the Standards Hearing and Determination Committee had not been re-established in 2015/16 and that a new Audit and Standards Committee had been established.

(iii) Travel/Subsistence Allowances

The Panel considered that subsistence allowances should continue to match those received by officers and that car mileage payments continue to be paid at the maximum rate per mile that can be paid tax-free as defined by HM Revenue and Customs or the rate for Officers, whichever was the lower.

(iv) Child and Dependent Carer's Allowances

The Panel considered that it was important to have an open, transparent and fair scheme to encourage people to come forward as potential councillors. It was recognised that the cost of caring for elderly dependants could be higher than childcare costs and that allowances would be made in respect of actual costs.

It was noted that, whilst £7.00 per hour was in line with current childcare charges, the current carer of dependents allowance, at £15.00, was lower than the charges that carers would face. It was proposed that the childcare level be retained at £7.00, but that the Dependent Carer's allowance be increased to £17.50.

(v) Recommendations

The Panel recommended that:

- (a) the basic allowance for Members, currently £4,990, be increased annually by 1% in May 2017 and May 2018;**

- (b) a new Special Responsibility Allowance be established for the Deputy Leader, to commence at £8,600 on 17 May 2017 and to increase by 1% in May 2018 in line with other allowances;
- (c) a Special Responsibility Allowances for the Chairman and Vice-Chairman of the Audit and Standards Committee be commensurate with those of the Chairmen and Vice-Chairmen of Scrutiny/Select Committees; and
- (d) Special Responsibility Allowances, currently as set out below, be made for the following roles, and be increased by 1% per annum in May 2017 and May 2018:

	Current Allowances
The Leader	13,591
Political Group Leader	4,534
Member of the Executive	4,534
Scrutiny/Select Committee Chairmen	3,627
Scrutiny/Select Committee Vice-Chairmen	1,448
Planning Applications Committee Chairman	4,199
Planning Applications Committee Vice-Chairman	2,099
Licensing Committee Chairman	3,627
	Current Allowances
Licensing Committee Vice-Chairman	1,813
Audit and Standards Committee Chairman	3,627
Audit and Standards Committee Vice-Chairman	1,448
Mayor	4,728
Deputy Mayor	1,575

- (e) the subsistence allowances match those received by Borough Council Officers; and
- (f) car mileage payments be at the maximum rate per mile that can be paid tax-free as defined by HM Revenue and Customs or the rate for Officers, whichever is the lower.
- (g) subject to the proof of payment being submitted with all claims, child and dependant carer's allowances be paid as follows:

Childcare – Up to £7.00 per hour
Carers of Dependents – up to £17.50 per hour

- (h) **in the event that a decision on allowances cannot be made before the start of the municipal year, allowances payable to Borough Councillors for 2017/18 be backdated to 17 May 2017.**

6. Future Meeting of the Independent Remunerations Panel

- 6.1 The Panel had recognised the likelihood of change in the short and medium term and its effect on the Council. The Panel had given weight to this when considering the timescales which were built into its recommendations. It was proposed that a further review of Members Allowances be conducted in September 2019 following the Borough Council elections in May 2019, if possible using the same members, for continuity and that any decisions made by the subsequent IRP be backdated to the beginning of the 2019/20 municipal year.

Lucy Brown

Ian Hylan

Robin Lennie

Paul Marcus

Mark Selby

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Governance Working Group

Portfolio	Leader
Ward(s) Affected:	n/a

Purpose

To receive a report from the Governance Working Group and to consider recommendations relating to

- (i) the adoption of a Member Training Policy Statement;
- (ii) revisions to the Public Speaking Scheme for Planning Applications Committee;
- (iii) an amendment to the Scheme of Delegation of Functions to Officers in relation to the Planning Applications Committee;
- (iv) revisions to the Planning Code of Practice for Councillors and Officers;
- (v) clarification of wording regarding allocation of seats on scrutiny committees; and
- (vi) amendments to Council Procedure Rules 11 and 11A.

Introduction

1. The Governance Working Group met on 17 February and 31 March 2017.
2. The Working Group has considered a number of issues and made recommendations which are addressed below.

Member Training Policy Statement

3. The Working Group was informed that the Council did not currently have a Protocol for Member training. As a result, there was not a clear policy against which any individual requests from Members for training could be considered.
4. The Group reviewed a draft Protocol which set out a framework for providing training which supported ongoing Member development and assisted councillors with conducting their roles, whilst balancing these needs against a restricted budget.
5. The Working Group also discussed training provided and recognised there was scope to improve and expand the use of e-learning, where suitable. It also agreed to further look at developing a library of online training.
6. The Working Group has recommended the adoption of the Member Training Policy Statement as set out at Annex A.

Public Speaking at Planning Applications Committee

7. The Working Group reviewed the Council's Public Speaking Scheme for the Planning Applications Committee. The Working Group considered the length

of time allocated to each speaker and agreed to recommend that it be a maximum of 4 minutes.

8. The Working Group also considered the arrangements for the circulation of material at meetings of the Planning Applications Committee and recommended an amendment.
9. In addition, the Working Group reviewed the number of representations required to trigger the public speaking scheme, but felt that, on balance, the current levels were equitable and worked well.
10. The Working Group has recommended the amendments to the Public Speaking Scheme for Planning Applications Committee as set out at Annex B.

Scheme of Delegation of Functions to Officers

11. In considering the arrangements for public speaking at meetings of the Planning Applications Committee, the Working Group received information in relation to the number of applications called in by Members, the number of representations made by the public on these applications, and whether there had been public speaking on these items over the previous 12 months. It was noted that on some occasions there was a relatively high number of applications called-in by Members.
12. The Working Group considered that it should only be the prerogative of ward councillors to call-in applications in their ward. As a result the Working Group was of the opinion that the ability to call-in an application should, therefore, be limited to relevant ward councillors, the Chairman and Vice Chairman of the Planning Applications Committee. In addition Members were reminded that the Executive Head of Regulatory could, if she considered it appropriate, refer any application to the Committee for determination. The Working Group also considered that the “calling-in” Member should be required to provide broad planning reasons for the call-in.
13. This proposed change will require an amendment to the Scheme of Delegation of Functions to Officers at Part 3 – Section B of the Constitution and the Working Group has recommended that it be amended.

Planning Code of Practice for Councillors and Officers

14. The Working Group reviewed the Planning Code of Practice for Councillors and Officers. Members were advised that the Probity in Planning Guidelines stated that planning decisions were not quasi-judicial decisions; the Working Group therefore agreed to recommend that such references be removed from the Code. It was also agreed to replace paragraph 3.2 of the Code with wording from the Guidance.
15. Following a discussion on the arrangements for non-committee members’ speaking on an application and their involvement in the debate, it was agreed to apply the time restrictions within Council Procedure Rules to non-committee

members, namely that the first councillor could speak for up to 8 minutes, with subsequent speakers able to address the committee for up to 5 minutes. As a result it would be necessary to amend the Procedural Rules at Part 4, Section D of the Constitution insofar as they relate to the Planning Applications Committee.

16. In relation to the Notification of an Approach form it was considered that this requirement should be removed as it was recognised that Members routinely declared any such approaches at the meeting.
17. The Working Group also recommended a number of minor amendments as shown at Annex C.

Allocation of Seats on Scrutiny Committees

18. The Working Group considered the current wording of Paragraph 2.1 of Part 4 – Section C of the Scrutiny Committee Procedure Rules, which states:

2.1 All councillors except members of the Executive may be members of one or more scrutiny committees. However, no member may scrutinise a decision which she/he has been directly involved in.
19. It was noted that, as detailed in Paragraph 1.1 of the same Section, the Council appointed Members to scrutiny committees. In accordance with Local Government and Housing Act 1989, seats were allocated in proportion to the political composition of the Council on the nomination of the Group Leaders.
20. In relation to “non-grouped” members, a proportion of seats on committees equal to the proportion of non-grouped members on the Council had to be reserved, with appointments to these seats being made by the Council at its discretion. As a result the Council must appoint a non-grouped member to any seat that was not otherwise allocated to the political groups.
21. The Group reviewed the wording of paragraph 2.1 and has recommended that it should be amended.

Council Procedure Rule 11 and 11A

22. The Working Group reviewed the Council Procedure Rules in relation to Rule 11 – Questions by Members. It was felt that, in order to allow the Councillor submitting the question sufficient time to consider the response prior to the meeting, all councillors should be notified of the written question and the response by no later than 2.00pm on the day of the Council meeting.
23. The Working Group recommended that Council Procedural Rules be amended accordingly.
24. The Working Group also reviewed Rule 11A- Portfolio Holder Question Time. It was considered that the scrutiny of Portfolio Holders was covered effectively by the Performance and Finance Scrutiny Committee. It was therefore

proposed that the Portfolio Holder Question Time be changed to the Leader's Question Time.

Recommendation

25. The Council is advised to RESOLVE that

- (i) the Member Training Policy Statement, as attached at Annex A, be adopted;
- (ii) the Public Speaking Procedural Rules at Part 4, Section E of the Constitution, insofar as they refer to Public Speaking at Planning Applications Committee, be amended as set out at Annex B;
- (iii) the Scheme of Delegation of Functions to Officers at Part 3, Section B of the Constitution be amended as follows;

Executive Head of Regulatory – Development Management

(Applications which are reserved for decision by the Planning Applications Committee)

“F 3 (b) any planning application, where within 28 days of the publication of the weekly list of planning applications, **the Chairman or Vice Chairman of the Planning Applications Committee or a relevant ward councillor makes a request, supported by broad planning reasons**, asking the Executive Head of Regulatory to refer an application to the next appropriate meeting of the Planning Applications Committee for determination.”

- (iv) the Planning Code of Practice for Councillors and Officers at Part 5 - Section D of the Constitution, be amended as set out at Annex C;
- (v) the Committees, Sub Committees and Others Procedural Rules at Part 4 - Section D of the Constitution, insofar as it relates to the Planning Applications Committee, be amended as follows:

“18.2.2 Any councillor in attendance may speak at the meeting in relation to an item. **In circumstances where members are not members of the Planning Applications Committee, the first councillor may speak for up to 8 minutes, with any subsequent councillors for up to 5 minutes.**”

- (vi) Scrutiny Committee Procedure Rules at Paragraph 2.1 of Part 4, Section C of the Constitution be amended as follows:

“2.1 Only members, who are not members of the Executive, may be appointed to one or more scrutiny committee by the Council in accordance with the political proportionality requirements of the Local Government and Housing Act 1989. However, no member may scrutinise a decision which she/he has been directly involved in.”

(vii) The Council Procedural Rules, at Rule 11.3, Part 4, Section A of the Constitution be amended as follows;

“The question will be put and answered without discussion. An answer given may be given:

- (a) orally;
- (b) by reference to published material of the Council or that which is readily available to the members; or
- (c) in writing.

The question and the written response will be circulated to Councillors by no later than 2.00pm on the day of the Council meeting.”

(viii) The Council Procedural Rules, at Rule 11A, Part 4, Section A of the Constitution be amended so as to remove all references to Portfolio Holder Question Time and replaced with the Leader’s Question Time.

Annexes	Annex A – Public Speaking at Planning Applications Committee Annex B - Public Speaking at Planning Applications Committee Annex C - Planning Code of Practice for Councillors and Officers
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Background Papers:	None
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Author:	Jane Sherman – Democratic & Electoral Services Manager e-mail: jane.sherman@surreyheath.gov.uk
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Executive Head of Service	Richard Payne – Executive Head of Corporate
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Member Training Policy Statement

Surrey Heath Borough Council is committed to training and development for its Members. This is demonstrated by the Council's status as a Gold Investor in People.

1. Commitment

The Council:-

- (a) recognises that councillors have a key part to play in achieving the Council's Corporate Objectives and Priorities;
- (b) recognises that the participation by councillors in training will help them reach their full potential and equip them to contribute fully to the delivery of the Council's Objectives;
- (c) will make resources available to provide training and development opportunities; and
- (d) recognises its responsibility to provide equal access for all councillors to training and development in accordance with equal opportunities legislation and existing policies.

2. Objectives

Members' training and development requirements are those necessary to:-

- (a) enable individual councillors to carry out their role as a councillor efficiently and effectively;
- (b) keep councillors up-to-date on new legislation and changing policies;
- (c) undertake specific duties and responsibilities; and
- (d) prepare for further roles and responsibilities.

3. Identifying Training Needs

The Council recognises that certain needs should be prioritised as follows:

- (a) induction training that ensures new councillors are provided with the necessary information and awareness of the Council's required standards and internal and external workings and relationships;
- (b) skills training in areas that:-
 - the Council has statutory obligations;
 - meet changes in legislation;

- enable councillors to carry out their roles and responsibilities as elected members effectively;
- (c) training in the use of new technology, Information Security and Data Protection;
- (d) appropriate health and safety training; and
- (e) equalities and diversity training to ensure social inclusion.

4. Resources


- (a) The Council will provide a budget for members' training and development that enables it to achieve its business objectives, subject to finances and resources being available. Expenditure from this budget will cover:-
 - training and development needs that are essential to good quality decision making and to progress the agreed policies and strategies of the Council;
 - training and development needs to enable members to fulfil their role as ward councillors;
 - the costs of training and development from such areas as course fees, hire of external training providers, hire of facilities, training materials and travelling and subsistence.
- (b) Expenditure will be prioritised as follows:
 - Member Induction Training following the election of borough councillors;
 - Mandatory training as identified in the Constitution at Part 2, Article 13, Paragraph 13.9 for planning, licensing, standards and equality;
 - Group or individual training for the Leader, Portfolio Holders, Group Leaders, the Mayor and Deputy and Chairmen and Vice Chairmen;
 - Training which provides the most cost effective use of the budget
 - i. by training groups of Members;
 - ii. by participating in joint training sessions with other local authorities;
 - iii. by delivering training electronically; and
 - Individual training of Members to enable them to carry out their role as councillors.

- (c) The Executive Head of Corporate is responsible for managing the budget, approving requests for training and authorising expenditure. A request for training will only be approved if
- it meets one of the identified training needs;
 - the application is made to the Executive Head of Corporate in advance by completing the attached form; and
 - there is sufficient budget available.
- (d) The Council will not pay for any training provided by political parties.

5. Travelling and Subsistence

The cost of travelling and subsistence related to training, including attendance at free seminars and workshops, will only be paid where

- (a) attendance has been authorised in advance by the Executive Head of Corporate by completing the attached form;
- (b) the location of the training is considered to be cost effective;

 Surrey Heath Borough Council Request to Attend Training	
Please provide the information requested and return the completed form to the Democratic and Electoral Services Manager at democratic.services@surreyheath.gov.uk	
Date of Request:	
Name of Councillor:	
Contact Telephone Number:	
Name of Training:	
Name of Organisation Facilitating the Training:	
Date of Training:	
Venue:	
Cost of Training:	
Anticipated Travel Cost:	
Reason for Wishing to Attend:	

Name: _____	Signature: _____
Date: _____	_____

For Democratic Services Use Only

Authorised by Richard Payne – Executive Head of Corporate

Signature:	
Date:	
Training Budget:	
Committed Spend:	
Remaining Budget	

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Extract

PART 4 - PROCEDURAL RULES

SECTION E

PUBLIC SPEAKING PROCEDURE RULES

6. PUBLIC SPEAKING AT PLANNING APPLICATIONS COMMITTEE

Criteria to Trigger the Public Speaking Procedure

- 6.1 Public speaking at Planning Applications Committee meetings will be permitted in respect of a planning application and any other related consent applications to be determined by the Committee, where
- (a) there have been 10 or more written representations from separate households, or a petition signed by more than 50 signatories with addresses, in respect of an application for development within an urban area or village settlement, as defined by the Development Plan or
 - (b) there have been 5 or more written representations from separate households, or a petition signed by more than 25 signatories with addresses, in respect of an application for development outside an urban area or village settlement, as defined by the Development Plan.
- 6.2 In order to be counted in relation to the public speaking procedure, the representations or petitions must have been received no later than 10 working days before the date of the Committee meeting.
- 6.3 Where an application triggers the public speaking procedure, all those who have submitted written representations in compliance with paragraphs 6.2 above, will be notified and invited to register to speak at the Committee meeting.

Allocation of speaking

- 6.4 A maximum of four persons will be permitted to speak on each application as follows:
- (a) 2 persons speaking in objection to the application;
 - (b) 2 persons speaking in support of the application.
- 6.5 The applicant or their agent will be offered one slot to speak in support of the application.

- 6.6 A Residents' Association, Business Association or Amenity Society, previously registered under this scheme, which has submitted a representation in respect of the application and registered to speak at the committee, will be entitled to one of the speaking slots.
- 6.7 Where an application generates considerable public interest, only those persons from addresses within the vicinity of the site will be eligible to speak at the meeting. The vicinity will vary according to the nature of the proposed development and its potential impact on the community. The Executive Head of Regulatory will determine the circumstances in which this will apply.
- 6.8 Subject to the above, the spaces will be allocated on a first come, first served basis. All applications to speak must have been registered no later than 3 and a half clear working days prior to the meeting (i.e. noon on Tuesday preceding the meeting if the meeting is on a Monday.)
- 6.9 The registered speaker may appoint another person to speak on their behalf or elect to share their time with other speakers.
- 6.10 In the event that the application of the above Procedure Rules do not apply or would result in unfairness, the Executive for Head of Corporate, after consultation with the Chairman of the Planning Applications Committee, be authorised to exercise discretion in agreeing the allocation of the public speaking slots in relation to any particular planning application

Speaking at the Meeting

- 6.11 A maximum of ~~three~~ four minutes will be allocated to each speaker.
- 6.12 If a speaker has elected to share their allocated time with another speaker the time allocation will run continuously.
- 6.13 Public speaking will precede the Committee's debate on the application. Members of the public speaking in opposition to an application will speak before those speaking in support of an application.
- 6.14 The speakers will be required to confine their presentations to relevant material planning issues.
- 6.15 ~~No PowerPoint or overhead presentations will be permitted. Any material in paper format, including photographs, to be circulated at the meeting by the speakers must be submitted to the Executive Head of Regulatory at least 1 clear working day prior to the meeting, i.e. 5 pm on the preceding Thursday if the meeting is on a Monday. No material, including plans, photos, letters, or statements can be handed to the Committee members at, or just before, the committee meeting. Any such material may be submitted directly to Committee members and copied to the relevant planning officer.~~

- 6.15 Members may only ask the speakers questions for the purposes of clarification. The speakers will not be allowed to ask questions of Members or officers.

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PART 5 - CODES AND PROTOCOLS

SECTION D

PLANNING CODE OF PRACTICE FOR COUNCILLORS AND OFFICERS

1.0 PURPOSE OF THE CODE OF PRACTICE

1.1 This Code of Practice is intended to provide clear guidance to Councillors and officers about how they should carry out their duties in relation to planning matters so as to ensure openness, transparency and consistency in decision-making and to set standards of probity and conduct which the residents of Surrey Heath can expect.

2.0 CONTEXT

2.1 The town and country planning system involves the Council taking decisions about the development and use of land in the public interest. Planning law requires that all planning applications are determined in accordance with the approved Development Plan unless material planning considerations, such as the National Planning Policy Framework, indicate otherwise.

2.2 Planning is often highly contentious because its decisions affect the lives of everyone, be they applicant, objector, supporter or local resident. This is heightened by the system actively inviting public opinion on applications before decisions are taken. It is essential, therefore, that the planning process is characterised by transparent, consistent and open decision-making.

3.0 GENERAL ROLES AND RESPONSIBILITIES

3.1 Councillors and Officers have different, but complementary, roles in the planning process. Likewise members of the Planning Applications Committee have different roles from other Councillors when exercising the functions of the Local Planning Authority. All Councillors are, however, bound by the terms of the Council's Code of Conduct.

Members of the Planning Applications Committee

3.2 ~~Councillors who sit on the Council's Planning Applications Committee determine the more significant and contentious planning applications received by the Council. In doing so, these Councillors perform a quasi-judicial role and are required to consider all planning proposals against the wider public interest. Thus whilst Councillors can represent their constituents on planning issues and taking account of their views, they must base their decisions on material planning considerations and what they believe is best for the Borough as a whole.~~ Whilst the determination of a planning application is not

a 'quasi-judicial' process, it is a formal administrative process involving the application of national and local policies, reference to legislation and case law as well as rules of procedure, rights of appeal and an expectation that people will act reasonably and fairly. All involved should remember the possibility that an aggrieved party may seek a Judicial Review and/or complain to the Ombudsman on grounds of maladministration or a breach of the authority's code.

- 3.3 Given the nature of decisions made at Committee meetings, Councillors ~~must not~~ will not be permitted to vote in relation to an application unless they have been present in the meeting throughout the consideration of the application in question.
- 3.4 In addition to complying with the Council's Code of Conduct, Councillors who sit on the Planning Applications Committee must: -
- (a) act fairly and openly;
 - (b) avoid inappropriate social contact with applicants and their agents, objectors and other interested parties;
 - (c) despite any views expressed publically, approach decision-making with an open mind, and have regard to all material planning considerations and be prepared to change their view if persuaded they should;
 - (~~e~~d) make decisions purely on planning grounds in the public interest and not favour, or appear to favour, any person, company, group or locality;
 - (~~h~~e) not decide how to vote on each application on the basis of any political "whip", but solely on the planning merits;
 - (~~f~~i) ensure that the reasons for their decisions are clearly stated at the meeting.

Other Councillors

- 3.5 Councillors who do not sit on the Planning Applications Committee represent their wards and the Borough as a whole and may exercise their right to attend meetings of the Planning Applications Committee to speak, although not vote, on any planning matter.
- 3.6 Councillors should particularly note that they have the same duty as members of the Committee in respect of compliance with the Code of Conduct when they attend any meeting and should always declare any ~~personal or personal and prejudicial interests~~ pecuniary or non pecuniary interests at the appropriate stage in the proceedings.
- 3.7 In order to avoid confusion for the public attending meetings of the Planning Applications Committee, Councillors, who are not members of the Committee, must not sit with those who are and must sit in the area designated for non-

members. The Chairman, at the beginning of the meeting will identify the members of the Committee and any other councillors present who are not members of the Committee.

- 3.8 Councillors who are not members of the Committee do not act in any ~~quasi-judicial~~ decision making role, but shall nonetheless act fairly and openly and avoid inappropriate social contact with applicants and their agents, objectors and other interested parties.
- 3.9 In certain circumstances, the full Council carries out the functions of the Planning Applications Committee and Councillors should be aware that in those circumstances they should comply with the provisions of this Code of Practice.

Officers

- 3.10 Officers are responsible to the Council as a whole. They must always act openly and impartially and provide consistent professional advice based on planning policies and procedures and planning law, ensuring that members of the Committee are aware of all relevant material planning considerations before decisions are made. Officers must comply with any professional codes of conduct that may be applicable; for Planning Officers this is the Royal Town Planning Institute's (RTPI) Code of Professional Conduct¹. Officers must also conscientiously carry out the decisions of the Committee.

4.0 CODE OF CONDUCT

- 4.1 The Council has adopted a Members' Code of Conduct at Part 5 of this Constitution. The Code of Conduct requires the open disclosure of any Disclosable Pecuniary Interest or non-pecuniary interest in issues being considered by the Council or its Committees.
- 4.2 Training and guidance on the Code has been provided to all Councillors and will be regularly updated. Members of the Planning Applications Committee must be particularly careful to ensure that they are familiar with the requirements of the Code. It is the personal responsibility of individual Councillors to ensure they comply with the Code and make all appropriate declarations. If in any doubt, Councillors should seek advice in advance of the meeting either from the Monitoring Officer or from the legal adviser to the Committee.
- 4.3 Although "Declaration of Interests" appears as a separate item on the Agenda for every meeting of the Planning Applications Committee, the Chairman normally asks whether any Councillor wishes to make a declaration of interest prior to the consideration of each individual planning application so that it is clear for which application interests are being declared. This does not,

¹ The RTPI Code of Professional Conduct requires that Planning Officers who are members of that institute do not make statements purporting to be their own, but which are contrary to their own professional opinion.

however, preclude a Councillor declaring any interest under the specific item on the Agenda.

5.0 LOBBYING OF COUNCILLORS

5.1 It is a legitimate part of the planning application process for applicants, neighbours and other interested parties to approach Members. However, the rules of natural justice mean that planning applications should be determined in an open and fair manner and taking account of all relevant information and arguments. It is only at the meeting of the Committee that Members will have, and be able to consider, all the relevant information and considerations pertaining to the application.

5.2 It is therefore important that to maintain the integrity both of individual Councillors and of the Council as a whole that all Members ~~of the Planning Applications Committee~~ should: -

- (a) if lobbied, explain the potentially conflicting position they are in. When expressing an opinion, make clear that this opinion is provisional and that they will only be able to come to a final view at the Committee meeting after hearing all the relevant information and arguments
- (b) avoid giving constituents planning advice, save in relation to general planning procedures, for example, how the constituent can make a representation on the application, how the decision will be made (delegated or Committee) etc.

5.3 Members of the Planning Applications Committee often receive correspondence from constituents, applicants and developers asking them to support or oppose a particular proposal. It is good practice for Councillors to forward a copy of the correspondence to the Executive Head of Regulatory. Merely forwarding the correspondence in this way does not preclude the Councillor from being involved in the determination of the application.

5.4 Should a member of the Planning Applications Committee be directly lobbied by any third party, they should notify the Monitoring Officer if they feel they have been exposed to undue or excessive lobbying. ~~of the approach by completing the form appearing at APPENDIX A.~~ They should also indicate at the appropriate stage of the Committee proceedings that they have ~~been lobbied~~ notified the Monitoring Officer of this lobbying.

6.0 LOBBYING BY COUNCILLORS

6.1 If a Councillor becomes a member of, leads or represents an organisation whose primary purpose is to lobby the promotion or opposition to planning proposals, they may have an interest and may have to withdraw from the meeting during consideration of that proposal.

- 6.2 A Councillor should not lobby fellow Councillors excessively regarding their concerns or views nor attempt to persuade them that they should decide how to vote in advance of a meeting at which any planning decision is to be taken.

7.0 MEETINGS

- 7.1 Officers frequently hold meetings with applicants and objectors to discuss applications. These are part of the normal planning process but are, and must be clearly stated to be, without prejudice to the professional recommendation that may be made to the Committee and the decision of the Committee. Councillors will not normally attend such meetings.
- 7.2 If a Councillor wishes to arrange a meeting with Planning Officers for themselves and/or a small number of constituents about a planning application, this will be arranged at the Council Offices.
- 7.3 Officers will not normally attend public meetings unless their attendance has been agreed with the Executive Head of Regulatory and representatives of both the applicant and objector are given the opportunity to be present. Members of the Committee and Ward Councillors will be advised of any public meeting either organised by Officers or which Officers have agreed to attend.

8.0 PRESENTATIONS ON LIKELY DEVELOPMENT PROPOSALS

- 8.1 The Council will itself organise presentations to keep Councillors informed generally on matters which appear to have or are likely to have strategic importance for the Borough, but will not do so in relation to any matter which is subject to a current planning application to the Council. At such presentations, Councillors should maintain an impartial role, listening to what is being said and asking questions but not expressing an opinion.
- 8.2 ~~These presentations will normally follow a 'Development Control Forum' format, which is open to the public and is arranged to allow a developer to explain proposals directly to Councillors. It is a transparent process and also allows the public and key stakeholders to hear about the proposals at an early stage. It is particularly applicable to proposals which may be sensitive to the wider community.~~
- 8.32 Councillors may sometimes be invited to attend presentations/open days etc on likely development proposals by developers. Councillors should consider the appropriateness of ~~be circumspect in~~ accepting such invitations and give consideration to how their attendance might be perceived. Councillors should notify the Monitoring Officer of attendance at any such event. ~~the receipt of such invitations by completing the form appearing at~~ **APPENDIX A.**

9.0 OFFICER REPORTS TO COMMITTEE

- 9.1 All applications requiring a decision by the Planning Applications Committee will be the subject of full written reports from the Executive Head of Regulatory. The report will provide a clear outline of the site history, the

relevant Development Plan policies, the response of consultees and the substance of objections. The report will include a clear recommendation with a technical appraisal justifying it. Any objections or other relevant issues arising after the Agenda has been published will be the subject of an oral report to the Committee at the meeting.

10.0 COMMITTEE SITE VISITS

10.1 Committee site visits are fact-finding exercises which allow the Planning Applications Committee to make a more informed decision than would otherwise be possible from reading the Officer's report and considering the views expressed at the Committee meeting. They are not part of the formal consideration of any application and therefore public rights of attendance and speaking do not apply.

10.2 The Committee has adopted a procedure for site visits and this is set out at **APPENDIX BA**.

11.0 PUBLIC PARTICIPATION AT THE PLANNING APPLICATIONS COMMITTEE

11.1 Members of the Planning Applications Committee must not allow members of the public, applicants, agents or public speakers to communicate with them during the Committee meeting either orally or in writing, other than under the adopted public participation scheme, as this may give the appearance of bias to other observers.

11.2 The Public Speaking Rules at Part 4 of the Constitution provide the framework for public participation at the Planning Applications Committee.

11.3 ~~Public speakers may not circulate material at the meeting unless the Chairman of the Committee determines at his absolute discretion that exceptional circumstances apply.~~

12.0 PLANNING COMMITTEE DECISIONS CONTRARY TO OFFICER RECOMMENDATION

12.1 From time to time, members of the Committee will disagree with the professional advice given by Officers and may determine an application contrary to that advice. When this happens Councillors must clearly express the planning reasons for their decision, such that a person observing the meeting would understand why the recommendation has not been followed. Officers will be given an opportunity to explain to the Committee any planning and / or legal implications arising from their intended decision before the decision is confirmed.

12.2 The reasons given by the Committee for the decision will be recorded in the minutes of the meeting and the Executive Head of Regulatory will be asked to finalise ~~formulate~~ the wording of the decision notice, normally after consultation with the Chairman and Vice Chairman of the Committee.

13.0 APPEALS AGAINST COUNCIL DECISIONS

- 13.1 Generally, Officers will organise and appear as witnesses at planning appeals on behalf of the Council. In giving evidence, Officers will present the best possible case on behalf of the Council, whilst complying with the RTPI Code of Professional Conduct*. In some circumstances it may be necessary to appoint consultants to appear on behalf of the Council; for example, where the Committee has decided an application contrary to the Officer recommendation.
- 13.2 If a Councillor intends to make representations to the Planning Inspectorate on any appeal either in writing or in person at any hearing / public inquiry, they should advise the Executive Head of Regulatory and indicate whether these representations will be in support of the Council's case.

14.0 COUNCILLOR AND OFFICERS AS APPLICANTS

- 14.1 Where a Councillor is the (prospective) applicant for planning permission, he or she must appoint a professional agent to act on their behalf in dealing with Planning Officers. Whilst this might appear to place an undue financial burden on the Councillor, regard should be had to Members' Code of Conduct at Part 5 of this Constitution.
- 14.2 Any application submitted by a serving Councillor, or a partner as defined in the Members Code of Conduct, or persons who were Councillors within the previous 4 years, will not be dealt with by Officers under delegated powers but will be the subject of a decision by the Planning Applications Committee. The Committee will be advised that that the application has been submitted by a Councillor, or former Councillor, and will also be advised whether the application is one that would normally have been dealt with under the Scheme of Delegation.
- 14.3 In the case of serving Councillors, the Monitoring Officer should be notified by the Councillor concerned in writing of the application no later than the date of its submission.
- 14.4 The same rules apply in respect of ~~senior officers, and any officers considered to be connected with the planning process,~~ any officer, or a partner as defined in the Members Code of Conduct, who are currently employed by the Council or who have been employed by the Council within the previous 4 years.

15.0 TRAINING

- 15.1 Councillors may not sit on the Planning Applications Committee unless they have attended at least the annual mandatory planning training prescribed by the Council. Where the Full Council determines a major planning application, all Councillors must have attended the prescribed planning training as determined by the Executive Head of Regulatory.

15.2 Suitable additional training opportunities will be arranged at regular intervals by the Executive Head of Regulatory and/or the Monitoring Officer.

16.0 REVIEW

16.1 It is important that decisions, and the decision-making process, are regularly reviewed to improve the quality and consistency of decision making, thereby strengthening public confidence. Arrangements will normally be made for Councillors to visit, on an annual basis, a sample of implemented planning permissions to assess the quality of the decision. These visits will include a range of developments (major, minor, departures, upheld appeals, listed building works etc). The Committee will also receive an annual review of appeal decisions from the Executive Head of Regulatory.

APPENDIX A**NOTIFICATION OF AN APPROACH**

Councillor Name	
Site address	
Name of person / organisation making approach	
Date approach made	
Method of approach	<p>_____ Telephone / Fax / Email / In person / Letter / Invitation</p> <p><i>* delete and attach copy as appropriate</i></p>
Purpose of the approach	
Comments	
Signature	
Date	

PLEASE SEND COMPLETED FORM TO THE MONITORING OFFICER WITHIN SEVEN DAYS OF THE APPROACH

COMMITTEE SITE VISITS

General

1. The purpose of a site visit is to ascertain facts and to ask questions of the planning officers, not to debate the merits of the planning application. Members, at the site visit, must not indicate which way they intend to vote at the Planning Applications Committee meeting.
2. The applicant will be notified in advance in writing of the time and date of the visit and of any requirements in respect of the site visit (such as the pegging out of the development proposal). If applicants, or their agents, attend for site access purposes they will be advised at the start of the site visit that the purpose of the visit is to gather information and that they may not address the meeting or individual councillors.
3. The public does not have a right of attendance at the site, other than from public vantage points, and cannot address the meeting or individual councillors.
4. A Planning Officer will accompany Councillors to explain the development proposal and to answer any questions. Councillors should only allow themselves to be addressed by Officers or by fellow Councillors. Where a Councillor is approached by any other person, they should inform the Planning Officer present.
5. The Chairman of the Committee, or his representative, must maintain control over the conduct of each site visit which, whilst not part of a formal meeting of the Committee, will be conducted as a single meeting and in an orderly fashion.
6. Councillors must not normally enter planning application sites except on the formal Committee Site Visit. If a Councillor considers that a personal site visit is essential, they should contact the Executive Head of Regulatory, who may, in exceptional circumstances, make appropriate arrangements. Councillors must at all times remember that to enter any land without the consent of the landowner is a trespass. This does not preclude the Councillor from viewing the application site from any public vantage point.

Site Visits Prior to Consideration of an Application by the Planning Applications Committee

7. Members of the Planning Applications Committee and local ward members may make a request for a site visit upon receipt of the agenda. Requests must be made in writing, explaining the reason for the request, to the Development Manager with a copy forwarded to the Executive Head of Regulatory and the

Democratic Services Officer by 4 pm four clear working days before the Planning Applications Committee meeting.

~~8. Site visits normally take place on the Thursday preceding the Planning Applications Committee meeting.~~

Applications Deferred by the Planning Applications Committee for a Site Visit

~~9.8.~~ Only in exceptional circumstances will a request for a Committee Site Visit made at the Planning Applications Committee meeting, outside the above procedure, be entertained by the Committee.

~~10.9.~~ Where the Planning Applications Committee has commenced the consideration of an item but decides to defer an application because it considers that a site visit is necessary in order for it to determine the application, only those members who have attended that site visit will be able to vote in relation to that application at the next meeting.

~~11.10.~~ A site visit requested of the Planning Applications Committee will be arranged at a time to ensure that sufficient members are available to attend the site so that it is possible to achieve a quorum at the next meeting.

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By virtue of paragraph(s) 1, 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Agenda Item 13.

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