

# Committee Procedure Documents

<b>Report No:</b>	<b>DEV/WS/19/001</b>
<b>Report to and date/s:</b>	Development Control Committee – 5 June 2019
<b>Cabinet Member:</b>	TBC
<b>Lead Officers:</b>	<p>David Collinson Assistant Director (Planning &amp; Regulatory Services) <b>Tel:</b> 01284 757306 <b>Email:</b> <a href="mailto:david.collinson@westsuffolk.gov.uk">david.collinson@westsuffolk.gov.uk</a></p> <p>Rachel Almond Service Manager (Planning – Development) <b>Tel:</b> 01638 719455 <b>Email:</b> <a href="mailto:rachel.almond@westsuffolk.gov.uk">rachel.almond@westsuffolk.gov.uk</a></p>

**Decisions Plan:** N/A

**Wards Impacted:** All

**Recommendation:** **It is recommended that:**

- 1. The following documents be approved:**
  - **Site Visit Protocol – Appendix A**
  - **Guide to Having Your Say on Planning Applications – Appendix B**
  - **Decision Making Protocol – Appendix C**
  - **Agenda Notes – Appendix D**
  
- 2. A review of the working practices of the Development Control Committee be undertaken during 2020 in consultation with the Committee Chair and Vice Chair.**



## **1. Key issues and reasons for recommendation(s)**

### **1.1 Background**

- 1.1.1 Forest Heath District Council and St Edmundsbury Borough Council operated a Shared Planning Service from 2012; at which point the operation of the two Committees was largely aligned to support the single way of working.
- 1.1.2 As part of the journey towards the single West Suffolk Council Members from both former Authorities gave detailed consideration to the operation of a (single) West Suffolk Development Control Committee via meetings of the Future Governance Steering Group.
- 1.1.3 The operation of the Development Control Committee has therefore been set out within the approved West Suffolk Council constitution in line with the recommendations made by the Future Governance Steering Group, and the planning service has structured working practices to support this.
- 1.1.4 The documents attached at Appendices A–D do not form part of the Council's constitution but are integral to the workings of the Committee, hence, the Future Governance Steering Group also gave consideration to the matters they concern and the versions attached reflect the Steering Group's recommendations.
- 1.1.5 To a great extent the appendices largely mirror what the separate former Authorities' Committees operated. Where there were differences between the two the Future Governance Working Group had supported what they considered to be the best working practice.

### **1.2 Procedural Documents**

#### **1.2.1 Site Visit Protocol (Appendix A)**

The document has been rebranded to reflect the West Suffolk Council with no other amendments having been made bar the addition of the expectation that Members will use the transport provided by the Council to attend the site visits.

#### **1.2.2 Guide to Having Your Say on Planning Applications (Appendix B)**

The document has been rebranded to reflect the West Suffolk Council. The speaking arrangements at Committee slightly differed between Forest Heath and St Edmundsbury; the Future Governance Steering Group proposed the arrangements operated by St Edmundsbury for the West Suffolk Committee as this included the provision of a Ward Member and Supporter speaking slot and was therefore considered more inclusive.

#### **1.2.3 Decision Making Protocol (Appendix C)**

The document has been rebranded to reflect the West Suffolk Council with no other amendments having been made. This document is appended to every Development Control Committee agenda.



#### 1.2.4 **Agenda Notes (Appendix D)**

The document has been rebranded to reflect the West Suffolk Council with no other amendments having been made. This document is appended to every Development Control Committee agenda.

### **1.3 Conclusion**

- 1.3.1 It is proposed that a review of the working practices of the Development Control Committee be undertaken during 2020 in consultation with the Committee Chair and Vice Chair.
- 1.3.2 Furthermore, in light of West Suffolk Council being a new Authority it was recognised that this was an ideal opportunity for Officers to work with the newly appointed Chairs of all West Suffolk Committees to explore the ways in which the Committees can further engage with communities, and this will be picked up as part of the review of the Development Control Committee.

### **2. Alternative Options**

- 2.1 That no review is undertaken in 2020, however, this would not be considered best practice.

### **3. Consultation and engagement**

- 3.1 See Section 1.1 regarding the Future Governance Steering Group.

### **4. Risks**

4.1	<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
	Review is not completed by end 2020	Low	Timetable review with Officers and Members concerned	Low

### **5. Implications arising from the proposal**

- 5.1 None

### **6. Appendices**

- 6.1 Site Visit Protocol – Appendix A  
Guide to Having Your Say on Planning Applications – Appendix B  
Decision Making Protocol – Appendix C  
Agenda Notes – Appendix D

