
Chief Executive's Office

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Date: 18 May 2007

Chief Executive: Donna Hall

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Dear Councillor

DEVELOPMENT CONTROL COMMITTEE - TUESDAY, 22ND MAY 2007

I am now able to enclose, for consideration at the above meeting of the Development Control Committee, the following reports that were unavailable when the agenda was printed.

Agenda No Item

10. **Proposed Procedure for Site Inspections by the Development Control Committee (Pages 105 - 106)**

Report by the Director of Development and Regeneration and the Director of Customer, Democratic and Legal Services (enclosed)

Yours sincerely



Chief Executive

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Distribution

1. Agenda and reports to all Members of the Development Control Committee for attendance (Councillor Harold Heaton (Chair), Councillor David Dickinson (Vice Chair) and Councillors Kenneth Ball, Eric Bell, Alan Cain, Henry Counce, Michael Davies, Michael Devaney, Daniel Gee, Mrs Pat Haughton, Roy Lees, Adrian Lowe, Miss June Molyneaux, Geoffrey Russell, Edward Smith, Shaun Smith and Ralph Snape)
2. Agenda and reports to Jane Meek (Director of Development and Regeneration), Claire Hallwood (Deputy Director of Legal Services), Wendy Gudger (Development Control Manager), Dianne Scambler (Trainee Democratic Services Officer) and Neil Higson (Principal Planning Officer) for attendance.

This information can be made available to you in larger print or on audio tape, or translated into your own language. Please telephone 01257 515118 to access this service.

આ માહિતીનો અનુવાદ આપની પોતાની ભાષામાં કરી શકાય છે. આ સેવા સરળતાથી મેળવવા માટે કૃપા કરી, આ નંબર પર ફોન કરો: 01257 515822

ان معلومات کا ترجمہ آپ کی اپنی زبان میں بھی کیا جاسکتا ہے۔ یہ خدمت استعمال کرنے کیلئے براہ مہربانی اس نمبر پر ٹیلیفون کیجئے: 01257 515823



Report of	Meeting	Date
Director of Development and Regeneration and Director of Customer, Democratic and Legal Services	Development Control Committee	22/05/07

PROPOSED PROCEDURE FOR SITE INSPECTIONS BY THE DEVELOPMENT CONTROL COMMITTEE

PURPOSE OF REPORT

1. To seek approval to a new procedure for site inspections by the Development Control Committee.

CORPORATE PRIORITIES

2. There are no corporate priorities directly affected by this report.

RISK ISSUES

3. The report contains no risk issues for consideration by members

BACKGROUND

4. The Site Inspection Sub Committee was not re-appointed at the Annual Council meeting held on 15 May 2007. The Sub Committee previously comprised of six members who undertook site inspections on five occasions during 2006/07 at the request of the Development Control Committee to view the sites for proposed developments.
5. The Sub Committee did not have any delegated powers to determine planning applications and its function was solely to view development sites and submit recommendations to the Development Control Committee.
6. The Democratic Services Officer had to undertake the following duties in respect of the Sub Committee:
 - liaise with the Development Control Manager and Chair of the Development Control Committee on the date/time for site inspections
 - compile and issue agenda for the Sub Committee meetings
 - attendance at Site Inspection meetings
 - production of minutes of meetings

NEW ARRANGEMENTS FOR SITE INSPECTIONS

7. It is proposed that the Development Control Committee should continue to decide when it wishes to undertake visits to development sites which are the subject of planning applications to be determined by the Committee and that all members of the Committee be given the opportunity to attend the site inspections.
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8. The proposed procedure and arrangements for future site inspections by members of the Committee are as follows:
- the Committee should agree and resolve that a site inspection be undertaken in respect of any particular planning application
 - that the Democratic Services Officer liaise with the Development Control Manager and Chair of the Development Control Committee on the date/time for the site inspection
 - that the Democratic Services Officer email the details of the site inspection arrangements to all members of the Committee and appropriate ward councillors, together with a further copy of the report on the particular planning application
 - that members continue to make their own transport arrangements for visiting the development site
 - that the site inspection is classed as an informal meeting because no decisions will be made
 - that no minutes will be produced
 - that the Development Control Manager (or representative) be present at the site inspection to advise the Committee members of any issues in respect of the planning application
 - that following the site inspection, the planning application be given further consideration at the next meeting of the Committee
9. The Director of ICT is currently investigating the provision of suitable equipment to enable the plans for planning applications and photographs of the development sites to be displayed at meetings of the Committee and it is envisaged that this will reduce the number of site inspections by the Committee in future.

COMMENTS OF THE DIRECTOR OF HUMAN RESOURCES

10. There are no HR implications arising from this report.

COMMENTS OF THE DIRECTOR OF FINANCE

11. There are no financial implications arising from this report.

RECOMMENDATION(S)

12. That the procedure and arrangements for future site inspections by members of the Committee be approved.

JANE MEEK
 DIRECTOR OF DEVELOPMENT
 AND REGENERATION

ANDREW DOCHERTY
 DIRECTOR OF CUSTOMER, DEMOCRATIC
 AND LEGAL SERVICES

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Jane Meek	5285	18 May 2007	
Steve Pearce	5196		