



BLYTH TOWN COUNCIL

Minutes of the Meeting of the Planning and Development

Committee held in the Council Chamber at Arms Everytne House, Blyth on Tuesday 10th March 2015 at 6.30pm.

Present:

Councillors:

Councillor J R Potts (Vice-Chair in the Chair), Councillor O Potts, Councillor A Cartie, Councillor G Thompson, Councillor A Gibbs-Barton and Councillor J Reid.

Officers:

Town Clerk (Democratic Services) – Stephen Rickitt

Committee Clerk – Liam Forsyth

Members of the Public: 1

188/15/01: APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor G T Knox and Councillor A Turnbull.

189/15/02: DISCLOSURE OF INTERESTS & THE GRANT OF ANY DISPENSATIONS

Councillor J Reid declared an interest as a Northumberland County Councillor who sits on the Executive and the South East Area Planning Committee.

190/15/03: MINUTES FROM THE PLANNING & DEVELOPMENT COMMITTEE MEETING HELD ON 29TH JANUARY 2015

The Minutes of the Planning and Development Committee held on the 29th January 2015 were **AGREED** by the Committee and signed by the Chair.

191/15/04: MATTERS ARISING

The Town Clerk (Democratic Services) outlined that following the authorisation of attendance at a Meeting regarding the proposed changing rooms at Broadway Field, that the application was subsequently withdrawn and further discussions are said to be on-going.

192/15/05: PLANNING APPLICATIONS

3rd February 2015

100 15/00233/MAST

Prior Notification for the removal of the existing 12.5m slim-line column supporting 3no. antennas. The installation of a replacement 12.5m slim-line column supporting 3no. antennas; and the installation of 2no. additional equipment - cabinets and ancillary development thereto. - O2 Communications Mast, Dene View Drive, Cowpen, Blyth, Northumberland, NE24 5QD – **No comment.**

101 15/00197/FUL

Proposed orangery/conservatory and wc at the rear - 21 Herring Gull Close, South Beach, Blyth, Northumberland, NE24 3RH – **No comment.**

16th February 2015

102 15/00335/FELTPO

Works to 16 trees protected by TPO: 6 Swedish Whitebeam, 2 Whitebeam, 7 Oak, 1 tree of heaven. Fell 6 and prune remaining 10. - Bede Academy North Sixth Avenue, Blyth, Northumberland, NE24 2SY – **No comment.**

- 103 15/00337/FELTPO Tree Preservation Order: Proposed tree works to twenty one Sycamore trees, eight Elm trees, one Grey Poplar tree, one Whitebeam tree, four Lime trees and one Cherry tree as per attached report - Delaval Community Middle School, Plessey Road, Blyth, Northumberland, NE24 3NL – **No comment.**
- 104 15/00332/FUL Change of use of ground floor from public house Class A4 to two retail units within Class A1 and external alterations to include siting of an ATM machine. - Windmill Inn, Cowpen Road, Blyth, Northumberland, NE24 5JP – **Following discussion, the Committee wished to note concerns regarding access and another entrance onto an already busy Cowpen Road. It is also to be noted that the Windmill Pub appears on Blyth Town Council's buildings of Local Interest.**
- 105 15/00340/FELTPO Tree preservation order application:- T4: Swedish Whitebeam - Remove as part of site management T6: Elm - Crown lift to 3.5m over the adjacent dwelling, repair stub cuts, crown clean and remove deadwood T15: Swedish Whitebeam - Crown clean and remove deadwood T16: Swedish Whitebeam - Crown clean and remove deadwood T17: Swedish Whitebeam - Crown clean and remove deadwood T18: Swedish Whitebeam - Crown clean and remove deadwood T19: Swedish Whitebeam - Crown lift to 3.0m over adjacent garden, crown clean and remove deadwood T21: Norway Maple - Reduce north east

- flank to provide 2.0m clearance from adjacent window, reduce tree to provide 2.0m clearance from house - Bede Academy, South Shearwater Way, South Beach, Blyth, Northumberland, NE24 3PX
– **No comment.**
- 106 15/00347/VARYCO Variation of condition 3 from application 10/S/00575/FUL - Coastline Fish And Chips, Links Road, Blyth, Northumberland, NE24 3PL - **No comment**
- 107 15/00380/DISCON Discharge of condition 3 relating to planning permission 14/02234/CCD (Construction of separate new building to the front of the existing school for the provision of early years learning) - New Delaval Primary School, Beatrice Avenue, Blyth, Northumberland, NE24 4DA
– **No comment.**
- 108 15/00405/NONMAT Non-material amendment from application 14/02234/CCD (construction of separate new building to the front of the existing school for the provision of early years learning). - New Delaval Primary School, Beatrice Avenue, Blyth, Northumberland, NE24 4DA
– **No comment.**
- 109 15/00334/FUL Single story flat roof extension to the rear, introduction of lobby at the rear of the property, introduction of external soft wood shelter to provide cover for smoking and external drinking. External trading area is to be re-paved and new furniture installed. Internal alterations to provide larger toilet facilities, ramped access externally to provide suitable circulation access for disabled and wheelchair bound

patrons. Introduction of Disabled W.C facilities for use by those who are disabled or wheelchair bound. - The Pullman, 42 Regent Street, Blyth, Northumberland, NE24 1LS – **The Committee wished to welcome the proposal to improve facilities for those with a disability. The Committee also wished to note that the Pub is now known as 'Last Orders'.**

110 15/00197/FUL

Proposed orangery/conservatory and wc at the rear - 21 Herring Gull Close, South Beach, Blyth, Northumberland, NE24 3RH – **No comment.**

110 15/00252/CLPROP

Certificate of lawfulness of proposed use for any retail use that falls within use class A1 - Homebase 5A, Blyth Valley Retail Park, Blyth, Northumberland, NE24 5TP – **No comment.**

111 15/00316/FUL

Kitchen extension and bedroom over garage. - 20 Burnham Close, South Beach, Blyth, Northumberland, NE24 3UB – **No comment.**

112 15/00496/HAZARD

Hazardous substance application for Marine Gasoil A,36C, 12kmt - Geo Group Ltd, Bates Terminal, Chain Ferry Road, Blyth, Northumberland – **No comment.**

3rd March 2015

113 15/00470/FUL

Proposed front and rear single storey extensions - 44 Kings Gardens, Blyth, Northumberland, NE24 5HF – **No comment.**

114 15/00467/FUL

Construction of new grain store and general purpose agricultural storage building - South Farm,

- South Newsham Road, Blyth,
Northumberland, NE24 3PP – **No comment.**
- 115 15/00492/FUL Construction of first floor side extension over garage - 69 Marine Terrace, Blyth, Northumberland, NE24 2LL – **No comment.**
- 116 15/00556/FUL Demolish outhouses, ground floor extension to rear & alterations to garage - 63 Marine Terrace, Blyth, Northumberland, NE24 2LR – **The Committee wished to endorse the comments made by the Conservation Officer, Martyn Kendall.**
- 117 15/00578/HPA Proposed ground floor rear extension - 59 Kielder Close, Newsham Farm, Blyth, Northumberland, NE24 4QH – **No comment.**
- 118 15/00618/DISCON Discharge of condition 5 of Appeal Decision APP/N2915/A/04/1137105 (relating to planning permission 02/00621/OUT) - Land At West Blyth (phase 1) Accessed From Chase Farm Drive, Blyth, Northumberland – **No comment.**
- 119 15/00612/CLPROP Certificate of Lawfulness for Proposed Use: Construction of rear extension - 22 Druridge Crescent, Newsham Farm, Blyth, NE24 4SB – **No comment.**
- 9th March 2015**
- 120 15/00717/TREECA Works to trees in a conservation area - Crown thin one Silver Birch by 15/20% and crown lift to a height of 3m and crown thin one Sycamore by 15/20% - Church View, 121 Bondicar Terrace, Blyth, Northumberland, NE24 2JZ – **No comment.**

5.2 Other applications which have to be considered before the next scheduled meeting of this Committee.

None.

193/15/06: CONSERVATION UPDATE AND REPORTS

Councillor J R Potts provided an outline for this item, and how it arose from the last Meeting.

Further suggestions from Councillor A Gibbs-Barton were discussed by the Committee (see attached).

Councillor A Gibbs-Barton provided an outline for the Old Station Master's House on Delaval Terrace. It was commented that this represents the last remaining connection with railway line in the Town Centre, with the footprint representing the same as the initial development on the site.

The Committee **AGREED** to include this building within Blyth Town Council's Buildings of Local Interest.

The Committee also **AGREED** to investigate a further Station Master's house at Newsham.

Councillor A Gibbs-Barton also wished to pass comments regarding Ebor House. It was noted that discussions had been held with the Conservation Officer regarding this building and the Conservation Officer had commented on his belief that it shared a listing with the Church.

Councillor A Gibbs-Barton further commented that such a listing would be in line with that of St Cuthbert's Church, whose Church Hall has been put forward as a Building of Local Interest. The proposal was **AGREED** by the Committee.

Councillor A Cartie commented that he had been approached by the owner of 10 Park View, who had commented that she would be very much interested in her property being locally listed.

The Town Clerk (Democratic Services) provided an outline for his circulated document (see attached). It was noted that owners and occupiers were to be given a chance to comment regarding Blyth Town Council's Buildings of Local Interest List. Councillor A Gibbs-Barton commented on the need to reassure those involved in the consultation, that a response was not required and that consultees needn't respond.

The Town Clerk (Democratic Services) commented that a copy of the final Buildings of Local Interest and associated reports by the Conservation Officer are to be made available upon request and within the Members Room.

The Town Clerk (Democratic Services) commented that he is to meet with the Conservation Team Manager at Northumberland County Council in order to discuss the role and continuation of the Conservation Officer at Blyth Town Council.

194/15/07: REVIEW OF THE PLANNING SERVICE

Councillor J R Potts provided an outline for this item, commenting that many developments had occurred in a short period of time.

It was noted that the Mayor (Councillor O Potts) had attend the Town and Parish Liaison Group at Northumberland County Council.

Councillor O Potts commented that she had been disappointed with the result of the Meeting and informed the Committee, that she had relayed that Blyth Town Council believes it assists and plays an important role in the planning of the Town.

Councillor O Potts also informed the Committee that she had made Northumberland County Council aware that Blyth Town Council had been organising Planning Training sessions hosted by Graham Garnham.

The Town Clerk (Democratic Services) outlined his experiences relating to this item, noting that he had attended the policy Meeting at Northumberland County Council where he had been allowed to put forward the concerns of the Parishes which he clerks for.

Councillor J R Potts informed the Committee that Northumberland County Council had provided a response to the concerns raised by the Town and Parish Councils on their website on the morning of this Meeting.

Councillor J Reid provided an outline of the latest developments from Northumberland County Council and expressed concern that this item would undermine the work that had been done to encourage partnership between Northumberland County Council and the Town and Parish Councils.

Councillor G Thompson left the Meeting at 19.20.

Councillor A Gibbs-Barton opened up discussion regarding contacting Northumberland County Council to enquire as to whether delegation of

the decision making process could be transferred via a Section 101 *Local Government Act* (1967) agency agreement as has been discussed in other areas of England. The Town Clerk (Democratic Services) commented that he would investigate this area further. **Action: SER**

The Town Clerk (Democratic Services) drew the Councillors attention to Blyth Town Council's response to the proposed Planning Review (see attached). It was noted that this was agreed in co-ordination with the Chair and Vice-Chair and thus he was seeking formal endorsement from this Committee.

The Committee **AGREED** to formally endorse the comment submitted to Northumberland County Council.

It was also **AGREED** that Blyth Town Council is to submit a suggested action plan to Northumberland County Council in order to attempt to rectify the situation. **Action: SER**

195/15/08: ITEMS FOR INFORMATION AND URGENT MATTERS

The Town Clerk (Democratic Services) informed the Committee of an upcoming day supporting Community Pubs organised by the Department for Communities and Local Government which is to take place on the 23rd March 2015.

196/15/09: DATE OF NEXT MEETING

It was **AGREED** that the next meeting is currently scheduled to take place on Thursday 2nd April 2015 in the Council Chamber at Arms Everytne House.

Meeting closed at 19.45.

Councillors:

- G T Knox (Chair)
- J R Potts (Vice-Chair)
- A Cartie
- A Gibbs-Barton
- K Nisbet
- O Potts
- J Reid
- G Thompson
- A Turnbull

BUILDINGS OF LOCAL INTEREST
AMENDMENTS TO DOCUMENT FOLLOWING PLANNING COMMITTEE
COUNCILLOR OBSERVATIONS ON 29/01/15

Points clarified:-

- a) General - Committee requested Appendix be added to include Blyth's Statutorily Listed buildings – MK response - **list now appended.**
- b) Page 6 - Committee requested Boer War memorial change of location from junction of Bridge St/Freehold St to Ridley Park be highlighted. MK response - **Document now amended.**
- c) Committee requested that the WWII memorial be added to document MK response - MK response – **Memorial added to list.**
- d) Page 9 – Committee requested the YMCA building's garden be included as part of list. MK response - **Unlikely garden can be included as not a "building".**
- e) Page 11 – 4, Bridge Street – Committee requested works to ground floor. MK response - **Works to ground floor cannot be insisted upon by local listing.**
- f) Page 15 - Committee noted that the stone for refurbishment was awaited. **Noted.**
- g) Page 15 – Library – Committee requested that the clock be put in working order and whether the extra signage was required. MK response - **Request best coming from BTC rather than from an Officer of the County council.**
- h) Page 20 – 21-23, Bridge Street – Committee requested that the ground floor be changed to be more in keeping with upper floors. MK response - **Works to ground floor cannot be insisted upon by local listing.**
- i) Page 21 – The Steamboat, Bridge Street – committee requested Officer to make enquiries about use/destination of Victorian bar counters. MK response – **requested information from agent. Received no response.**
- j) Page 24 – The Windmill – committee noted proposed internal changes not affecting exterior character. **Noted.**

- k) Page 26 – Crown Carpets – Committee highlighted building formed part of Cowpen & Croft Co-Operative. MK response - **Information added to description.**
- l) Page 27 – Committee highlighted a spelling error - Keelman's Terrace - MK response – **typographical errors amended.**
- m) Page 28 – Links Road chapels. Committee highlighted two chapels used by different denominations. MK response - **text added to document.**
- n) Page 31 – Dinsdale House – Committee noted past owner was ship-builder. MK response - **No information to corroborate this found – however, house previously owned by Thompson Family (Of 'Red Stamp' Stores well known in the NE until 1972). Information added to document.**
- o) Page 33 – Committee debated the age of 72, Middleton Street, as possibly earlier than 1890's. MK response - **House not shown on 1860 OS Map, but is on 1897 OS Map. Probably built at the same time as adjacent Tweed House, ie, 1889.**
- p) Page 37 – Committee requested that MK speak to Port of Blyth regarding survey of port building prior to inclusion on list. MK response - **Visit requested – time/date TBA.**
- q) Page 48 – 2, 4, 6 Sussex Street – Committee thought building became a BLI due to brackets having individual gargoyle designs. MK response - **Officer investigated and found that all the designs were 'leaf and fruit' designs with no gargoyle/face designs.**
- r) Committee found naming errors. MK response - **MK has amended street names.**

Buildings of Local Interest

Consultation Process

Draft as at 10 March 2015.

1: Owners and Occupiers

Hand-deliver a letter to the building addressed to "The Owner/Occupier" setting out

- Reason for register – generic comment
- Details of proposed entry

Deliver by Friday 27 March

Response by Friday 1 May

2: Public Consultation

Place on website and announce at Annual Town Council on 21 May.

Possible discussion topic at the Annual Town meeting on 28 May

Close consultation 1 July

3: Adoption

Consider suggestions at P&D Ctee on 17 July

Adopt at Town Council on 17 September 2015.

ADDRESS: Former Church (Sunday School) , Church Street, Blyth

DATE: Probably 19th Century

DESCRIPTION: Two story, stone built building. It has the appearance of a Georgian building, but is probably of later date. Since being sold by St Mary's church,the building has been used as offices, most recently by Blyth Town Council.

REASON FOR INCLUSION: This building is notable as being a former Sunday School attached to the nearby Parish Church. There was a school built nearby for the Town Children, but that has been demolished,

CRITERIA: B3 (building of historic interest – social history)



ADDRESS: Station Masters House, Delaval Terrace, Blyth

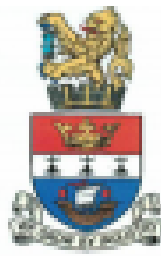
DATE: Probably 19th Century

DESCRIPTION: Two story, brick built house . It as modern windows and additions. The building is a typical Victorian "villa", out of character with the rest of the street (terraced houses and post-WW2 flats

REASON FOR INCLUSION: This building is probably the last remaining railway built building in Blyth. It was built as the accommodation for the Station Masters at the former Blyth Station

CRITERIA: B3 (building of historic interest)





Northumberland County Council

Communities & Place Overview & Scrutiny Committee

24 February 2015

Review of the Planning Service

Submission by Blyth Town Council

Summary

1. The County Council's Planning Service suffers from poor management at both member and officer level.
2. The perception of this Town Council is of a growing lack of public confidence in the County Council as the local planning authority (LPA).
3. To remove the ability of the town & parish councils (TPCs) will further erode confidence in the LPA and may add to the difficulties in attracting able candidates for elected office in the county.
4. This Town Council supports the concept of representations being on proper planning grounds.
5. Any filter, in determining what a proper planning ground is, must involve a process of the LPA setting out why it does not consider a representation to be on proper planning grounds, with a period for the TPC to respond.
6. This Town Council accepts that timescales in point 5 will be a matter of days given the national planning regime.

Background

1. The LPA consulted TPCs about the possible change by a letter emailed on Thursday 5 February 2015 seeking responses by

Thursday 19 February. Given that the Deloitte report was available late Wednesday 21 January 2015, as part of the Audit Committee's paper, this period is appalling short and is a further indication of the poor management of the LPA.

2. The Deloitte report relies on two reports from Planning Officers Society Enterprises (POSE). The LPA has failed to provide copies of those reports to TPCs despite their clear relevance and requests being made. Another LPA failure. This submission has been drafted in advance of having copies of the POSE reports.
3. That there have been problems with the LPA's management is illustrated by two further examples
 - The comments by the Local Government Ombudsman in Case 12/003/713 where the October 2013 press release is headed "Northumberland County Council's planning department provides "misleading" information to LGO"¹
 - The judicial comments in the November 2014 judgment (R (Joicey) v Northumberland County Council)²

Has either of those been reported to a formal group of LPA Councillors?

4. It was only in the week of 2 February 2015 that the County Council started to indicate the potential for DCLG intervention in the LPA. Were it not for that prospect, Town Council would urge the current consultation is restarted and conducted in accordance with the County Council's own consultation standards.

Role of the Parish and Town Council in Development Control

5. At the present time, a TPC representation, which differs from the LPA's officer view, results in an LPA Committee making the decision.
6. Initial indications were of an LPA considering a "quick administrative fix" by stating that as TPCs are not statutory

¹ Available at <https://www.lgo.org.uk/news/2013/oct/northumberland-county-council-s-planning-department-provides-misleading-information-lgo/>

² Available at <http://www.bailii.org/ew/cases/CmHC/Admin/2014/3657.html>

consultees, the existing scheme of delegation could be applied as altering the current position.

7. This idea ignores several issues

- *Statutory Consultee* is not defined in legislation, only in DLGG Guidance
- *Statutory Consultee* is not defined in the LPA's Constitution or Scheme of Delegation
- The existing LPA Scheme of Delegation dates from 2010 and requires amendment to take account of changes within the County Council
- That TPCs have a statutory right to be notified of planning applications

8. Members of this Committee will not need reminding of the importance the electorate place on being able to speak to their Councillors about planning applications. The same applies at TPCs, where individual applications are carefully scrutinised.
9. It may well be that some TPCs have raised non-development control issues in responding to the LPA in the past.
10. A proper filter mechanism would enable only those on material planning grounds would generate a reference up to an LPA planning committee.
11. Any such filter must, however, include the LPA setting out why it does not regard a TPC representation as being on material planning grounds, with the TPC having the ability to respond.
12. We accept that national performance indicators mean the TPC would only have a short period in which to respond.
13. TPCs are the elected representative of local communities, as are County Councillors for their electoral divisions.
14. For an LPA to allow unelected officers to be able to disregard elected Councillors is a dangerous precedent for local democracy.
15. There is no dispute that the LPA can disagree with a TPC but that should be by elected representatives.

16. If LPA is making decisions on applications outside the planning regime, then that is for the LPA to address internally. It is not acceptable to formalise a system of disregarding the lower tier of local government.
17. A consequence of the proposal will be to further diminish the role of TPCs and County Councillors in an area regarded as critical by parishioners. That may well lead to difficulties in seeking candidates in the future.

Other Issues

18. The Deloittes report and the LGA Peer Review³ both set out concerns over the delays in producing a Local Plan. We believe this needs addressing as a matter of urgency. We were concerned to note the comments in the Deloittes report concerning the reporting arrangements for work on the Local Plan.
19. The Deloittes report seems to indicate that whilst there may be sufficient planning officers within the LPA, their time needs better managing.

Blyth Town Council

20th February 2015

Blyth Town Council

Arms Everytne House, Quay Road, Blyth, Northumberland, NE24 2AS

Telephone: 01670 361668

Email: info@blythtowncouncil.org.uk Website: www.blythtowncouncil.org.uk



³ At page 15

Dear Geoff,

Please find attached an addendum to our submission regarding NCC's Review of Planning Service.

In the past when Districts were the LPA and the county had strategic and other certain planning powers, each of the districts had a representative on the County planning committee and the NCC had a councillor rep on each of the District planning committees. While it would not be practical to have all parishes represented on the NCC set up, there should be scope for the parishes to nominate one or two reps to sit on the county planning committee.

Regards,

Liam Forsyth

BLYTH TOWN COUNCIL
Planning & Development Committee
10 March 2015

Representations on Planning Applications

NB: Circumstances may change and the Committee will be updated at the meeting.

RECOMMENDATION

- 1: To endorse the actions taken.
- 2: To formally advise the County Council and all County Councillors representing Blyth electoral divisions of the Town Council's grave disquiet at the proposed alteration to the way planning representations from Town & Parish Councils are dealt with.
- 3: To considering endorsing the Forest Heath scheme.

REPORT

- 1: The January 2015 meeting of the Town Council was advised of a prospective change to the way the County Council was to deal with representations from Town & Parish Councils. More information became available the following week and was considered by this Committee on 29 January.
- 2: In essence at the current time if a Town or Parish Council makes a representation on a planning application which differs from the planning officer, then the application is referred to a County Council Planning Committee.
- 3: It is proposed to remove that trigger (and the one which enables five or more residents to trigger such a reference). The County Council have said they will allow the local County Councillor to have such a right but only for "bona fide planning reasons. They have not said who is to decide whether a reference falls within this category. Current suspicions are that this will be a County Council officer.
- 4: On Thursday 5 February the County Council emailed to ask Town & Parish Councils to respond by Thursday 19 February, later extended to 1 March. Appendix 1 is the response approved by the Mayor and Chair & Vice-Chair of the Committee.

5: Unfortunately two key external reports from the Planning Officer Society Enterprises were not put on the County Council's website until late on Monday 16 February.

6: I have not heard any Town or Parish Councillor say there should be an unfettered right to have an application referred up to a planning committee. All those to whom I have spoken are content for only those based on good planning reasons and a proper filtering mechanism.

7: On examination the POSE reports contain an example of a filtering mechanism which is set out below. The Committee may wish to consider its endorsement.

Addendum

8: Since preparing the above, I attended the County Council's Scrutiny Committee and was part of a NALC meeting with the Head of Planning. A report is to be considered at the Policy Board on 10 March and I anticipate a supplementary report dealing with the issues raised by a large number of Town & Parish Councils. I therefore anticipate verbally updating the Committee at its meeting.

Stephen Rickitt
Town Clerk (Democratic Services)
3 March 2015

The Forest Heath Filtering Mechanism

Forest Heath Delegation Panel

The purpose of the Council's Delegation Panel is to advise decisions of the Head of Planning regarding whether or not planning applications should be reported to Planning Committee. The scheme will operate under the Council's Constitution and Scheme of Delegation to Officers and shall cover applications for Planning Permission, Listed Building Consent and Conservation Area Consent and Prior Notifications for developments that are:

- Householder
 - Advertisements

 - Change of Use
 - Minor Residential (Less than 10 dwellings or, if not known, site area less than 0.5 hectares)
 - Minor Commercial (new floor space less than 1000m² or site area less than 1 hectare)
 - Variation of Conditions
 - Hazardous Substances

 - Prior Notifications (agricultural and telecommunications)
- Any such application for which:
- The intended decision of the Head of Planning would conflict with, or would not substantially satisfy, the written representation of the Parish or Town Council

- A District Councillor (being a Member of the Council's Planning Committee or representing the ward in which the application site is located) has requested (in writing) consideration by Committee

will be reported to the Delegation Panel.

Any proposal judged by the Head of Planning, in consultation with the Chairman and/or Vice-chairman of Planning Committee, to be of district-wide significance, or so contentious that it ought to be considered by Planning Committee in the public interest, and any application proposing major development in respect of which:

- The intended decision of the Head of Planning would conflict with, or would not substantially satisfy, the written representation of the Parish or Town Council
- A District Councillor (being a Member of the Council's Planning Committee or representing the ward in which the application site is located) has requested (in writing) consideration by Committee

shall fall outside this scheme and will automatically be considered by Planning Committee.

The scheme protocol shall be:

The Delegation Panel will normally meet fortnightly

A list of applications to be considered at the Panel will be circulated to all Members. A written briefing report on each case will be prepared and circulated to the Chairman and Vice Chairman of Planning Committee and to any local member(s) who expressed an interest in writing. This will happen at least 4 clear working days in advance of the meeting, with the provision for emergency items at the discretion of the Chairman or Vice-Chairman and the ward Member(s)

The local member(s) may attend the Panel or submit representations in writing in order to make sure the Panel is clearly aware of their views and reasoning

The application Case Officers will present individual applications for discussion and decision, including all representations received and photographs of the site

The decision as to whether to refer the application to Planning Committee will be made by the Head of Planning or the Development Control Manager in consultation with the Chairman or Vice Chairman of Planning Committee and any interested local member(s). In the absence of a consensus between the said Officers and the Chairman and/or Vice Chairman the application will be reported to the Planning Committee

The Parish Council will be informed of the decision verbally by the Case Officer within 2 days of the Meeting. The reasoning will be fully explained in writing within 10 days, with copies sent to the Chairman, Vice Chairman and local member(s)

This description of the Delegation Panel Scheme is written to aid understanding of its functions. Its full provisions are to be found in **Part 3 of the Council's Constitution**

Appendix 1 – The submission to NCC