

REPORT OF THE CORPORATE DIRECTOR – COMMUNITIES

Changes to Committee Timings

1. Purpose of Report

- 1.1 To update Development Control Committee Members on the new timings for Committee and ancillary processes. The new timings will come into effect in time for the 28 September 2017 Committee.

2. Connection to Corporate Improvement Plan / Other Corporate Priorities

- 2.1 The delivery of the County Borough's statutory Planning function has links to the Council's Corporate aims, in particular 1. Supporting a successful economy.

3. Background

- 3.1 Council has agreed to change the starting times for Development Control Committee Meetings from 2.00pm to 10.00am on a Thursday.
- 3.2 This change also necessitates changes to other processes relevant to the meetings of the Committee.

4. Current Situation

- 4.1 Currently, Committee site visits take place on the Wednesday before Committee meetings. A pre-meeting with the Chair and Vice Chair of Committee takes place on the Thursday morning before a meeting and member training takes place over the lunchtime immediately prior to Committee.
- 4.2 At present public speakers and applicants/agents are required to contact the Committee Services Section on the Thursday mornings of days when Committee Meetings are taking place to confirm their attendance at Committee.
- 4.3 Currently, an amendment sheet is produced following the pre-meeting on the Thursday morning and circulated to Members before the start of Committee.
- 4.4 Site visits will continue to take place on the day before meetings of Committee and will take place on Wednesday mornings. Under the new arrangements, members of the public who have registered a request to speak at Committee will now need to contact the Committee Services Section on the Wednesday morning following the site visit to confirm their attendance at Committee, as will applicants and agents.
- 4.5 The pre-meeting for Committee will in future take place at 12.00pm on the Wednesday following the site visits.
- 4.6 Representations for Committee will be received up to 4.00pm on the Wednesday, after which the amendment sheet will be produced. Any relevant late items or other relevant information received overnight will either be reported verbally at Committee or by way of an addendum to the amendment sheet.

4.7 DC Member training will remain for the time being at 12.45pm on the Thursday i.e. after Committee. Whilst Officers will try to manage the likelihood of long agendas in advance of a Committee meeting, in the event that a meeting does not finish by 12.45pm, a decision will need to be made as to whether to delay or postpone the training or adjourn the Committee. Guest speakers may have made special arrangements or have travelled some distance to deliver a training session. If any issues arise in connection with member training the arrangements will have to be reviewed.

5. Next Steps

5.1 The new procedures will come into effect in time for the September 2017 DC Committee and will be monitored for a period of time to ensure operation consistency and effectiveness.

6. Effect upon Policy Framework & Procedure Rules

6.1 None

7. Equality Impact Assessment.

7.1 An Equality Impact Assessment Screening has been undertaken and the proposed recommendations are unlikely to have an impact on equality issues.

8. Financial Implications

8.1 None.

9. Recommendations

9.1 That Members of the Development Control Committee:

(1) Note the content of this report

Mark Shephard
Corporate Director Communities
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Contact Officer

Mr. Jonathan Parsons

Group Manager Development

Telephone Number: 01656 643153, e-mail: jonathan.parsons@bridgend.gov.uk