

## ITEM 5(f) - APPENDIX B

### Notes of Meeting

Meeting Re: Discussion on the DSR Review of Evaluation  
and Development Control Committee  
Lead by Cllr G Williamson

Monday 9<sup>th</sup> August 2010, 2.00pm, Conference Room

#### Attendees:

Cllr Mrs Dee Morris	Cllr Kevin Maskell	Cllr Gerard Ryan
Cllr Philip McGarvey	Cllr Garry Williamson	Cllr Stephen Arnold
Cllr Mrs Avril Hunter	Cllr Robert Brookbank	Cllr Mrs Felicity Broomby
Cllr Mrs Faye Parkin	Cllr Richard Davison	Cllr Patrick Cooke

#### Apologies:

Cllr Mrs Ann Dawson	Cllr John Grint	Cllr John Scholey
Cllr Robert Piper	Cllr James Gaywood	

#### Non Attendees:

Cllr Ian Bosley	Cllr John Gilbert	Cllr John Underwood
Cllr Roger Walshe		

Recommendations	Proposed Response (by Cabinet)
<p><b>1. That consideration be given to introducing a three-weekly Committee cycle after the Development Services Review recommendations have been implemented, meanwhile the cycle is to remain at four-weekly.</b></p> <p>Three weekly cycle: leave as is at the moment, but have it as a backup.</p> <p>Time limit on question: Regulation of Members – (take question time out).</p>	<p>No change to current four week cycle, at this time.</p> <p>No formal change, but seek informal action from DCC Chairman.</p>
<p><b>2. Improvement of the checking procedure to ensure that the completed agenda is checked prior to dispatch.</b></p> <p>Late observation to be put on a file for Councillors access via email. (24 hours before meeting if possible).</p>	<p>Agreed.</p>
<p><b>3. Location plans only will be appended to reports.</b></p> <p>Leave as is.</p>	<p>Agreed.</p>
<p><b>4. The electronic agenda will include hyperlinks to take readers directly to the relevant Public Access pages.</b></p> <p>Agree. A Link from Validation List to the Application on Portal.</p>	<p>Agreed. Development Services to action.</p>

<p><b>5. Improve the appearance of the electronic presentation and provide two further screens in the public gallery to enable visitors to follow the presentation.</b></p> <p>We would agree.</p>	<p>A cost effective solution should be undertaken from within approved budgets, so as to improve the presentation to visitors, but not necessarily two extra screens. Development Services to action.</p>
<p><b>6. Format of the meeting and structure of the debate will be simplified. This will include Officer introduction to items, clarity of Ward Member role in debates and removal of outdated procedures. (Proposals are set out in brief at <u>Appendix D</u> and in more detail in <u>Appendix E</u> and would replace the existing arrangements in the Development Control Committee procedures and Protocol).</b></p> <p>Site visit : as is, but could we try a rota with a Core Group.</p>	<p>Ideally, all Members should attend the Site Inspection, which will be placed in the diary as soon as DCC dates are known.</p>
<p><b>7. Introduction of process note to aid visitors understanding of the format of the meeting.</b></p> <p>Yes agreeable.</p>	<p>Agreed.</p>

<p><b>8. Membership of Committee to remain at 19, (to be kept under consideration alongside the length of Committee cycle).</b></p> <p>Stay at 19.</p>	<p>Agreed.</p>
<p><b>9. Pre-Committee Member training sessions to continue.</b></p> <p>Yes – and electronic and hardcopies.</p>	<p>Agreed.</p>
<p><b>10. Site meeting procedures to be replaced with a pre-Committee Site Inspection comprising of a simple site visit without a debate.</b></p> <p>Site visit to say as is, but to investigate whether to include other Local bodies with a Planning interest.</p>	<p>Agreed, initial investigation indicates that in the interests of fairness it is desirable only to have the DCC present.</p>
<p><b>11. Minutes and actions arising from the Committee to be agreed on the Friday morning following the meeting.</b></p> <p>Yes.</p>	<p>Agreed.</p>
<p><b>12. Officers to complete a procedure note covering the conduct of site visits.</b></p> <p>Yes, in line with Probity in Planning and Nolan report, (once we have this guidance every Member of the Council to have a copy) and pass onto Clerks or Parish Councils.</p>	<p>Agreed. Development Services to action in consultation with Legal Services.</p>

<b>Additional Issues:</b>	
<b><i>13. Log on attendance and time out.</i></b>	Agreed. It is suggested that all Members sign in attendance and inform the Chairman upon leaving the meeting before it is closed.
<b><i>14. Officers to have Name Plates.</i></b>	Agreed.
<b><i>15. Local and adjoining Members to be able to speak.</i></b>	Agreed. It is suggested to allow Local Members additional flexibility by altering the notice they need to give the Council from 5pm of the day of the meeting to the start of the meeting. The advance notice period of the use of visual aids would however remain the same.
<b><i>16. Chairman's Summary is believed to be unbalanced and is this correct?</i></b>	Noted. The Chairman has discretion as to the content of this summary. This is at present in the form of 'summing up' as the Chairman routinely proposes the motion at the start of the debate.

