

Planning

General

The Planning Committee is one of the Council's five Regulatory Committees, which have decision-making powers and report to full Council. Membership is decided at the Annual Council meeting in May.

The exercise of functions

The Planning Committee determines **major** applications made under the Town and Country Planning Act 1990, Listed Buildings Act 1990 and Hazardous Substances Act 1990 (other than those relating to Northstowe and the Cambridge Fringes). The determination of other types of planning applications is delegated to planning officers, either acting alone or in consultation with the Committee Chairman and Vice-Chairman.

The Planning Committee also exercises Enforcement functions under those Acts (other than where the Planning Enforcement Sub-Committee has delegated authority). It deals with matters in relation to Public Rights of Way, Protection of Important Hedgerows and Tree Preservation and safety, and administers and enforces Building Regulation regimes for existing or proposed buildings.

Planning **policy** issues, such as the Local Development Framework and Supplementary Planning Documents are the responsibility of the Northstowe and New Communities Portfolio Holder, the Cabinet and Council. Other policy issues, such as the designation of conservation areas are the responsibility of the Sustainability, Planning and Climate Change Portfolio Holder.

When and where do Planning Committee meetings take place?

The Planning Committee meets in the Council Chamber at South Cambs Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA at 10.00am (from October 2011) on a Wednesday, which is usually the first Wednesday each month. Further details, including contacts, directions, and variations to dates are available on the Council's website or by phoning Democratic Services on 03450 450 500.

Can members of the public attend Planning Committee meetings?

Yes. The vast majority of agenda items will be considered in public. However, the law does allow Councils to consider a limited range of issues in private session without members of the Press and public being present.

Can members of the public speak at Planning Committee meetings?

Yes. However, because agendas are fairly long and there is a need to manage the meeting effectively, only one person can speak in opposition to each application and only one can speak in support (If there is more than one person interested in speaking for or against, they need to come to an agreement between themselves as to what issues need to be covered). Elected or co-opted members of parish councils (who are not also district Councillors) and local district Councillors also have

speaking rights. Those wishing to speak must register with Democratic Services by **12 o'clock noon on the Monday immediately before the meeting**. Speaking to a Planning Officer will not register someone to speak at the meeting; they must register with Democratic Services. **Late applications to speak at the meeting will be refused**. Members of the public and parish councils are not allowed to ask questions of each other, officers or the Committee once the meeting has started. Further details are available on the Council's website or from Democratic Services.

What can people say and for how long can they speak?

Each speech is limited to three minutes. Speakers must restrict themselves to material planning considerations such as:

- Design, appearance, layout, scale and landscaping
- Environmental health issues such as noise, smells and general disturbance
- Highway safety and traffic issues
- Impact on trees, listed buildings, conservation areas and other designated sites.
- Loss of an important view from public land that compromises the local character
- Planning law and previous decisions
- Planning Policy Guidance
- South Cambridgeshire Local Development Framework
- Visual and residential amenity

Councillors will not be able to take into account issues such as:

- Boundary and area disputes
- Perceived morals or motives of a developer
- The effect on the value of property
- Loss of a private view over adjoining land (unless there is a parallel loss of an important view from public land)
- Matters not covered by planning, highway or environmental health law
- Covenants and private rights of access
- Suspected future development
- Processing of the application

Speakers should be careful not to say anything derogatory or inflammatory, which could expose them to the risk of legal action. After the objector and applicant (or agent or supporter) have spoken, Committee members may ask speakers to clarify matters relating to their presentation. If those registered to speak are not present in the meeting room by the time the relevant item is considered, the Committee won't be able to wait, and will determine the application – officers will be able to say whether a particular item is at the beginning, middle or end of the agenda, but cannot give an accurate idea of when it will be considered.

Can public speakers give Committee members written information or photographs relating to an application or objection?

Yes, but not at the meeting itself. Councillors will be given lots of information to read and digest before the meeting, so need to be given as much time as possible to read or view the information.

Please send such information, preferably by e-mail, to Democratic Services, who will circulate the information for you. In practical terms, such information will not be distributed earlier than seven days or later than two days before the meeting. Projection equipment operated by Council officers is available in the Council Chamber.

How are applications considered?

The appropriate planning officer will introduce the item. Councillors will then hear any speakers' presentations.

The order of speaking will be (1) One Objector, (2) The Applicant or the agent or one supporter (3) Parish Council (4) local Councillor(s). The Committee will then debate the application and vote on either the recommendations of officers in the agenda or a proposal made and seconded by members of the Committee.

Should the Committee propose to follow a course of action different to officer recommendation, Councillors must give sound planning reasons for doing so.

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

Support officer: Ian Senior, 03450 450 500.

Members of the public wishing to speak at this meeting are requested to contact the Support Officer by no later than noon on Monday before the meeting. A public speaking protocol applies. This repeats what it says above.....

Planning Committee Members

	
Councillor Pippa Corney Chairman	Councillor Robert Turner Vice-Chairman

		
Cllr Val Barrett	Cllr Brian Burling	Cllr Lynda Harford
		
Cllr Sally Hatton	Cllr Tumi Hawkins	Cllr Caroline Hunt
		
Cllr Sebastian Kindersley	Cllr Mervyn Loynes	Cllr David McCraith
		
Cllr Charles Nightingale	Cllr Deborah Roberts	Cllr Hazel Smith

Planning Enforcement

Terms of Reference

The Planning Enforcement Sub-Committee (formerly Planning Sub-Committee) will:

1. Work with the relevant Portfolio Holder to provide an overview of the Council's planning enforcement policies and procedures, bringing forward recommendations for changes for the Portfolio Holder and Cabinet's consideration as appropriate; and
2. Make determinations in respect of formal enforcement action in respect of breaches of planning control referred to the Sub-Committee by the Corporate Manager for Planning and Sustainable Communities. In making such referrals, the Corporate Manager will take the following matters into account:
 - (a) The extent of the likely harm to the character and amenity of the area concerned and the physical, social and economic well-being of communities within and around it;
 - (b) The implications of enforcement action on the Council's resources balanced against the benefits likely to be generated from such action; and
 - (c) The extent to which there is difference of opinion between officers, parish councils and Local Ward Members on the expediency of enforcement action; and
3. Receive reports on the progress of cases determined in (b) above.

Meetings are called as and when required.

If you would like to speak at Sub-Committee meetings, please read the Protocol and contact Democratic Services by the Friday before the meeting.

Support officer: Ian Senior. 03450 450 500

Planning Enforcement Committee Members

	
Councillor Mervyn Loynes Chairman	Councillor Val Barrett Vice-Chairman

		
Cllr Pippa Corney	Cllr Sebastian Kindersley	Cllr Charles Nightingale
		
Cllr Deborah Roberts	Cllr Hazel Smith	