

Initial Submission of Applications

All members will be informed by e-mail on the submission of a new planning application. This continues the existing working arrangements. In the revised system (and based on the Proposed Scheme of Delegation) it will be assumed that all applications will proceed to be determined under delegated powers unless they fall within the category of applications automatically to be referred to Committee.

In addition to these arrangements the following measures are proposed:

- (a) the case officer will telephone the ward member (or where necessary arrange a meeting) to update the ward member on the processing of the application and any comments received.
- (b) as part of this initial conversation the case officer will also identify to the ward member whether an application triggers the need for a Section 106 Agreement in accordance with the Council's adopted Planning Obligations Supplementary Planning Document.
- (c) in the case of applications requiring a Section 106 agreement the case officer will have a subsequent conversation/meeting with the ward member to ensure that local mitigation measures are appropriately incorporated. As part of this process officers and members will be guided by Circular 5/05, the Council's adopted Supplementary Planning Guidance and the evolving schedule of local needs co-ordinated by the Planning Obligations Manager.

Determination of Application at Committee

The majority of planning applications will be delegated to planning officers to determine. Members will however retain the right to refer applications to committee

At Committee the ward member will have an automatic right to start and close the member debate on the application concerned. In the case of the ward member not being a member of the appropriate Committee he or she would be invited to address the Committee for that item. In the case of the ward member being a member of the appropriate Committee he or she would have the opportunity either to continue as a member of that Committee and act in a regulatory way or to act as the local member as set out in the previous scenario. The ward member would initially address the Committee immediately after the public speaking (where appropriate).

Post Decision

Ward members would be advised where appropriate by either the case officer the enforcement team, or the Planning Obligations Manager of the following events:-

- (a) any evolving inconsistencies between a planning permission and development taking place.
- (b) any appeal against the refusal of planning permission.
- (c) the receipt/apportionment of Section 106 Agreement monies.
- (d) any proposed variations to the Section 106 Agreement.