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Authority	Officer	What member involvement is there in the production of the Local Plan?	Is there a group of members that meet to review the development of the Local Plan and other strategic planning issues?
Winchester City Council	David Blakemore	<p>Cabinet (Local Plan) Committee - comprises the relevant Cabinet PFH, plus two other Cabinet who are invited to attend and offer views at meetings of the Committee:</p> <p>(a) Chairman of the Planning Committee (plus four other back benchers)</p> <p>(b) Ward Councillors, where appropriate.</p> <p>(c) Representative from the South Downs National Park Authority.</p> <p>Terms of Ref: Cabinet (Local Plan) Committee (a) To determine all matters in the following stages of the production of the Local Plan:</p> <p>(i) Preparation Stage – the evidence base and arrangements for community involvement; publication of preparatory draft documents and associated public consultation</p> <p>(b) To advise and make recommendations to Cabinet and Council upon the following stages of production of the Local Plan:</p> <p>(i) approval of any full Local Plan document for initial consultation;</p> <p>(ii) approval of any Proposed Submission Local Plan Document prior to submission to the Secretary of State.</p> <p>(iii) Adoption of Local Plan Documents following the Inspector's report and recommended modifications after the Examination.</p> <p>(c) Insofar as Neighbourhood Planning documents and the CIL charging schedule:</p> <p>(i) To determine all matters as relevant in the preparation, production, publication of Neighbourhood Planning documents and to advise Council as to the subsequent adoption of:-</p> <ul style="list-style-type: none"> • Neighbourhood Planning documents as covered by the Neighbourhood Planning Regulations 2012 (Neighbourhood Areas; • Neighbourhood Forums; • Community Right to Build Organisations; • Neighbourhood Development Plans; • Neighbourhood development orders; and • Community right to build orders; <p>(ii) to advise and make recommendations to Cabinet in respect of the preparation, consultation and production of the CIL charging schedule (or any modification thereof) including submission for examination and subsequent adoption.</p> <p>(d) To consider and agree the adoption of Supplementary Planning Documents.</p> <p>(e) To determine matters upon related projects and studies to the Local Plan or to make recommendations to Cabinet.</p> <p>(f) To consider and comment on behalf of the Council in respect of the Regional Strategy, Local Development Frameworks, Neighbourhood Planning documents and other relevant plans or consultation exercises by Government, local authorities or other relevant bodies.</p>	Yes
West Berkshire Council	Moir Fraser	The Portfolio Holder is closely involved in the production of the Plan. We also have a Planning Advisory (Cross party Group) that are consulted on various aspects of the Plan. Workshops have also been held to keep Ward Members involved.	Yes
Huntingdonshire District Council	Tony Roberts	There is a Development Plan Policy Advisory Group comprising 7 Members appointed by the Cabinet. They make recommendations of the contents of the Local Plan. These are considered by the Development Management Panel before they are submitted to the Cabinet.	Yes
Colchester Borough Council	Amanda Chidgey	Colchester has a Local Plan Committee which deals with the Council's Local Plan responsibilities	Yes
Aylesbury Vale District Council	Craig Saunders	Local Plan production is overseen by the relevant Cabinet Member (for Growth Strategy). The Council has also established a scrutiny committee with terms of reference to scrutinise issues associated with the development of the Local Plan.	Yes
Maidstone Borough Council	Caroline Matthews	All Members have been consulted throughout and the Cabinet made decisions relating to the allocation of new sites at its meeting in February 2015. Since then the Strategic Planning, Sustainability and Transport Committee have met to discuss those sites that have come back for various reasons under Regulation 18 or 19. All Members have an opportunity to attend as Visiting Members to put forward any objection or support.	Yes

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	Page 2: The Local Plan							
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Authority	Who sits on the group of members that meet to review the development of the Local Plan and other strategic planning issues? How many members does the group have?	How are the members chosen? Is group membership open to all elected members?	Who chairs the group?	Other than political representation, do you have any criteria for balance of membership (e.g. on an area basis)?		To whom are these members accountable?	How does the group meet?	
Winchester City Council	The relevant Cabinet PFH, plus two other Cabinet who	Not open to all members. See answer to q.2; voting	Portfolio Holder for				Formally, but with business	
West Berkshire Council	9 Members on a proportional basis	Each group selects their reps	chaired by the Portfolio Holder for Planning	No	We do try and ensure there are reps from across the district	To the Group and ultimately to Council	Other (please specify)	The Group meet as a Task Group in Part II so that full and frank discussions can take place
Huntingdonshire District Council	7 representatives of all groups - including the Chairman of the DMP and the Portfolio holder.	Appointed by the Cabinet.	Chairman of the DMP.	No		The electorate?	Informally	
Colchester Borough Council	Membership is currently nine with representation from all (four) political groups	Members are chosen by their Groups in accordance with the agreed composition of the Committee (whilst reflects the political make up of the Council as a whole) . Membership is open to all except Cabinet members	A member of the Liberal Democrat Group (which forms a joint administration with Labour and Independents)	No		Not sure what this is referring to ..	In public	
Aylesbury Vale District Council	The Vale of Aylesbury Local Plan (VALP) Scrutiny Committee comprises 7 Members. Seats are apportioned according to the makeup of the Council - 5 Conservative, 1 Lib Dem, 1 Independent	Appointments to Committees is done by Group Leaders.	The VALP is chaired by one of the Conservative Members on it.	No		The scrutiny committee comments/recommendations will be reported to Cabinet for consideration before any final recommendations on the Local Plan are submitted to full Council	In public	
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	10	a	11	a	12	a	13	14	
Authority	Does the group have a formal agenda?	If so, who sets this agenda, and to whom is it circulated?	Is this group minuted?	If so, to whom as these minutes circulated?	Does the group meet in conjunction with any other body?	If so, what body?	Are there any areas of this group that you would consider best practice with regards to members?	Do you offer continual professional development to group members?	If so, what development?
Winchester City Council	Yes	officers in conjunction with Portfolio Holder	Yes	They are publicly available and received by Cabinet	No		No	No	
West Berkshire Council	Yes	Set by the Planning Policy Team in consultation with the Chairman. Agendas circulated electronically (all Members are issued with tablets)	Yes	Minutes circulated to members of the Task Group.	No	We also have a Transport Group who are involved with producing the Transport Plan and clearly from time to time the two issues overlap		No	
Huntingdonshire District Council	Yes	Planning Policy Officers. Members of the Advisory Group.	Yes	Democratic Services.	No		It operates as an ordinary Advisory Group.	Yes	Training on planning practise and developments.
Colchester Borough Council	Yes	Agenda set by the Place Strategy Manager, the officer with lead responsibility for the Local Plan. The agenda is published and available to councillors, public and the press, in accordance with the Council's access to information rules	Yes	Meetings are minuted and these are published and made available to councillors, public and press, in accordance with the Council's access to information rules.	No		No	Yes	Councillors are invited to relevant training courses in order to inform their knowledge and assist them in decision making. three sessions were arranged over the summer months. Another session is taking place this month.
Aylesbury Vale District Council	Yes	Set by Officers, after consultation with the Scrutiny Committee Chairman and the Cabinet Member on emerging issues	Yes	It is a Committee of Council, public minutes are on the Council's website.	No		I believe the development of a Local Plan is an important enough issue (particularly as Aylesbury Vale is a growth area building 1,500 new houses p.a.), to warrant establishing a separate scrutiny committee to scrutinise the Local Plan	No	
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	Page 3: Development Control								
	15	16	a	17	18	19	20	Further explanation	21
Authority	Could you please describe your planning committee/board structure? (e.g: how many members does the planning committee have? Do you have more than one committee? Do you have committees with a geographic focus?)	Are committee members required to undergo specific training?	If so, what training?	Do you pay Special Responsibility Allowance to committee members?	What are the criteria for bringing applications to the committee? Do you have any locally determined criteria?	How does your Councillor call in process work?	Do you have a threshold for objections over which applications must be called to committee?		How do you deal with planning applications where a member has an interest?
Winchester City Council									
West Berkshire Council	We have two Planning Committees (each with a geographic focus) there are 12 members on each Committee. These Committees report to a District wide Committee (items can be referenced up by the Committee or the Development Control Manager)	Yes	All Members of Planning Committees are required to undergo training before they can sit on a Planning Committee (even those re-elected), additional training is provided on an ad hoc basis to update Members on new developments.	No	Major Plan Apps Those with 10 or more letters of support or objection Ward member can ask for item to be called in -	Members complete a proforma setting out their reasons for wanting to call the item in. Chairman determines if it can be.	Yes (please specify)	10	All applications from Members go to Committee. Members are deemed to have a DPI and therefore can attend to speak as the applicant but must not take in the debate etc and leave the debating chamber after presenting.
Huntingdonshire District Council	One Panel comprising 16 Members.	Yes	Specific training on planning.	Yes	There is a scheme of delegation. anything outside the delegation is referred to the DMP. see Advice Note here http://www.huntingdonshire.gov.uk/media/1059/advice-note-6-determining-a-planning-application.pdf .	Not sure what you mean by process work, Members can refer an application to the DMP for determination.	No		If the application is by the Member, it is automatically referred to the DMP. otherwise, Members declare interests / withdraw in the usual way.
Colchester Borough Council	One Planning Committee only covering the whole Borough. Currently membership is 12	Yes	Members of the Planning Committee and those acting as substitute members are required to undertake training in planning practices prior to their membership starting and this must be repeated at least every other year.	Yes	The Council has a delegation scheme to officers which 'filters' those applications which are required to go to Committee for determination and there is a councillor call in procedure	Councillors have an opportunity to request applications to be considered by the Committee. They are prompted to only do so if they are able to identify a relevant material consideration for doing so	No		Planning applications which are submitted by a Councillor or a Councillor's immediate family are referred to committee for determination. If the Councillor is a Committee member they would need to declare a disclosable pecuniary interest and leave the meeting during its discussion. Members with disclosable pecuniary interests are permitted to make representations to the Committee before leaving the meeting.
Aylesbury Vale District Council	We have a Development Management Committee (11 Members + Cabinet Member (ex-officio) and a Strategic Development Management Committee for larger applications (thresholds defined in the Constitution) comprising 9 Members + the Cabinet Member (ex-officio). The Committee's ToR both cover the whole of the District.	Yes	Committee Members (and substitutes) are required to attend 2 training sessions provided by the Planning Division before they can sit on the DMCs. Annual 'top up' training is also run and is compulsory	No	Sorry, there are obviously criteria but I'm not familiar with them. I don't deal with or attend planning meetings or agenda/minute production for these meetings	Councillors can call-in an application in their Ward. However, this is usually done sparingly	No		This is the same as for any other Committee. Members who believe they have an interest are advised to contact Officers and Legal in advance of the meeting so that they can be given proper advice.
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Authority	How do you deal with planning applications where an officer has an interest?	Please describe the process followed in presenting an application at your planning committee meetings (e.g. when do officers speak? When and how is public participation allowed? What role do members have in questioning officer and any debate?)?	How do you manage public participation in the committee meeting?	How do you ensure public awareness and participation in the planning process?
Winchester City Council				
West Berkshire Council	if its a development control officer it goes to committee. Teams are separated into two groups based on the Committees they support and a member of the opposite team deals with the officer's application. They go to Committee. Other officers are dealt with as normal.	The following procedure is applied in respect of each item where any of the aforementioned persons are present: • Introduction of item by Officers; • Representations by Parish/Town Council representative(s); • Members' questions to Parish/Town Council representative(s); • Representations by Adjoining Parish/Town Council representative(s) (when formally consulted or as agreed by the Chairman and Development Control Manager (or his representative) in advance of the meeting); • Members' questions to Adjoining Parish/Town Council representative(s) • Representations by objector(s); • Members' questions to objector(s); • Representations by supporter(s); • Members' questions to supporter(s); • Representations by applicant or agent. • Members' questions to applicant or agent; • Representation by Adjoining Ward Member(s) • Members' questions to Adjoining Ward Member(s) • Representation by Ward Member(s) • Members' questions to Ward Member(s) • Members' questions to Officers • Consideration of application by Members. [Note 1: Questions raised as part of the above process may only be asked to clarify a statement made and not to introduce new business.] [Note 2: For the avoidance of doubt and in accordance with the Council's custom and practice, should the Committee consider an application affecting more than one Ward, the Chairman, with the agreement of the Committee, may allow additional speakers from the relevant Ward.] Each group of speakers	If they register to speak by 4pm the day before the meeting they are able to	applications on website as are agendas...letters sent to all objectors and supporters, applicants etc...
Huntingdonshire District Council	If the application is by the Officer, it is automatically referred to the DMP.	An officer introduces the item. Speaking by interested parties followed by questions of clarification to speakers. N.B. Law of meetings prevents Members of the public from participating, once the debate proper has started. Members' questions of clarification to Officers. Debate by Members. Decision.	There is a formal scheme for speaking at DMP. http://www.huntingdonshire.gov.uk/media/1125/9-_public_speaking_and_giving_evidence.pdf .	There is a scheme for notifying interested parties about applications, which exceeds the national minimum.
Colchester Borough Council	If a planning application is submitted by an officer or an immediate family member of an officer, the application is referred to Committee for determination.	Public participation provides for one speaker for each application and one speaker against, with up to 3 minutes each to speak. no material is permitted to be circulated. Councillors not members of the Committee are allowed to speak for up to 5 minutes each. Process for presentation: Officer presentation, speaker against, speaker for, visiting councillor, committee debate. Committee members have full discretion to question officers at length without restriction in terms of time prior to coming to a conclusion.	As above	Information on the website and included in letters to applicant and objectors when item is scheduled for a Committee
Aylesbury Vale District Council	We would always err on the side of caution and Officers who had an interest would not be involved in dealing with a particular planning application	(a) Officers present the salient points of the report and report any late items. (b) The local Member(s) speak (c) Any other Member who is not a Member of the Committee speaks (d) Local Council (i.e. Town/Parish) (5 mins max) (e) Objector(s) speak (5 mins max total) (f) Applicant/agent and supporters speak (5 mins max total) (g) Members ask technical questions of Officers arising from the speakers presentations (h) General discussion and/or motions (l) Officers respond to matters raised in debate (j) A decision is made	Local Councils, applicants/agents and those who have made representations and wish to speak must register this with Planning by 4.30pm on the day preceding the meeting	- each local Council is informed via email of any planning applications relating to sites in their Town/Parish (can also search on the website) - Each applicant or his/her agent is sent a copy of the report on any application submitted by them - Any person who has made written representation (for / against) a proposal is notified of the Committee meeting.
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	26	a	b	c	27	28	Further explanation
Authority	When an application comes to the committee, what role does the ward Councillor have:	When they are a member of the planning committee?	When they are Chair/Vice Chair of the planning committee?	When they are not a member of the planning committee?	What happens when the committee disagrees with the officers' recommendation?	Are votes recorded?	
Winchester City Council							
West Berkshire Council		they are able to speak for 5 mins on the application and have a dedicated slot but can then participate in the debate and vote on the matter	we usually encourage the Chairman to stand down for that item.	they have a speaking slot but cant take part in the debate or vote on the item	if its contrary to policy it would be referenced up to the District Planning Committee. Each application determined on own merit and Members entitled to disagree with officer recommendation	Sometimes (please explain)	nly if so requested by a Member
Huntingdonshire District Council		They can choose whether to withdraw from the Panel and address it as Ward Member or remain and a Member of the Panel. They cannot do both.	They tend to remain part of the Panel.	They have a right to address the Panel through the scheme of speaking.	They have to give reasons before the vote takes place.	Sometimes (please explain)	The Constitution requires there to be a vote on having a recorded vote. One third of the Panel has to vote for having a recorded vote. Alternatively, individuals Members can request that their vote is recorded in the Minutes.
Colchester Borough Council		Ward councillors who are members of the Committee are permitted to speak on items in their so long as they have not pre determined the application (ie formed a prior opinion)	As above	May speak for up to 5 minutes	There is a procedure to provide for the 'reference back' of an item if there is a proposal against a recommendation and officers have indicated that the risks of taking such a decision are high. This enables more information to be presented to the Committee prior to them actually voting on the proposal. If risks are deemed to be low then the Committee can move to the vote, if it wishes.	Sometimes (please explain)	The numbers voting for against and abstaining are minuted. 'Recorded' votes, indicating the identity of councillors the way in which they voted are minuted if at least two Committee members request it.
Aylesbury Vale District Council		Ward Councillors can speak at (b) in question 23, or wait until general discussion	Same rules apply as at question 23	see (c) in section 23, providing that Member has notified the Chairman in advance of the meeting that they wish to speak	Councillors are asked to provide details of the material planning considerations/matters that they have depended upon to support their decision.	Sometimes (please explain)	Voting is usually done via a show of hands. If the vote is close then they votes will be counted but not recorded in the minutes. If 5 Members request a recorded vote (before the vote is taken) (as per the Council's Constitution) then this will be done and recorded in
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Authority	Do you have a committee or process that enables decisions taken by a planning committee or planning subcommittee to be reviewed if there are concerns about the decision made?	Do elected members have a role when your Council defends a planning appeal? (e.g. when they have moved a vote for refusal, or when the appeal is in their ward).	How often does your Council claim costs against applicants when an appeal is refused?	If possible, please provided details of the ratio of appeals to applications (and proportion upheld and overturned) where:	Permission refused under delegated powers.	Permission refused at committee.
Winchester City Council						
West Berkshire Council	Yes	Yes	I am not aware			
Huntingdonshire District Council	Yes	No	When awarded by the Inspector.		Reports do not distinguish. There are few appeals.	Reports do not distinguish. There are few appeals.
Colchester Borough Council	No	Yes	I presume the answer to this is always			
Aylesbury Vale District Council		No	Not sure, I would have to ask Planning			
Maidstone Borough Council						

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