

IN RESPONSE TO THE INABILITY TO HOLD AND UNDESIRABILITY OF HOLDING MEETINGS AS A RESULT OF THE COVID 19 PANDEMIC:-

PROCESS FOR THE DETERMINATION OF URGENT PLANNING APPLICATIONS THAT WOULD USUALLY BE DETERMINED AT PLANNING COMMITTEE (the Committee)

1. The views of the local members for urgent applications will be sought and those members will be asked if they wish to submit a statement to be circulated to members of the Committee.
2. Members of the public who have responded to consultation on urgent applications will be asked if one of them wishes to provide a written statement to set out the views of those who have made requests to speak. The person nominated to provide a written statement will be nominated in the same way speakers at the Committee would have been. Any such statements will be circulated to members of the Committee.
3. The applicant and agent for the urgent application will be asked if they wish to submit a written statement in support of their proposal. Any such statements will be circulated to members of the Committee.
4. The planning reports that are urgent will be attached to an email to members of the Committee and will be published on the Council's website.
5. The reports will be drafted by the relevant planning officer, who has been dealing with the urgent application, and that officer will make a recommendation to the Chief Officer (Planning, Environment and Economy) (the CO).
6. Links to the application documents and photographs, which would normally have been displayed at Committee, as part of the presentation for each urgent application, will be sent to members of the Committee.
7. Members of the Committee will be asked to read the urgent reports, any statements and other information sent to them relating to the urgent application and provide their representations in writing, by email to the CO, before a prescribed deadline.

8. Members of the Committee will be requested to set out the following information for each report:
 - a) whether they would be minded to vote in favour of the officer's recommendation; or
 - b) whether they would be minded to vote against the officer's recommendation, and if so to clearly set out reasons why, or
 - c) whether they would be minded to vote in favour of the officer's recommendation, but subject to clarification of certain issues, and to set out those issues.
9. Members of the Committee who choose option 8 c) above will be contacted by email by the CO to clarify the issues of concern and legal input will be provided if needed.
10. If no further communication is received by a prescribed deadline in response to step 9 the CO will assume those members of the Committee are content with the clarification provided and that they would be minded to vote in favour of the officer's recommendation.
11. In most cases the CO is likely to give significant weight to the views of Committee members.
12. The decision will be made by the CO in consultation with the Chair of the Council, the Leader and the Chair of the Committee.
13. Confirmation of the decisions made will be sent by email to members of the Committee, the local member and all others who have provided statements referred to at steps 2 and 3.

There is a draft email for consideration that may be circulated to members if this process is adopted.