
TITLE: SITE VISIT PROTOCOL

Committee: Planning Committee

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[L163]

1.0 ISSUE

1.1 To consider and adopt the revised Site Visit Protocol.

2.0 RECOMMENDATION(S)

2.1 That Planning Committee adopt the revised Site Visit Protocol, attached as Appendix 1 of this report.

3.0 BACKGROUND/OPTIONS

3.1 An issue arose recently regarding a Member's interest at a Site Visit. The Site Visit Protocol has therefore been amended to ensure a clear and concise process is included in the Protocol for declarations of interest at Planning Committee site visits.

3.2 Attached as Appendix 1 is the revised Site Visit Protocol.

4.0 ARGUMENTS/CONCLUSIONS

4.1 Site Visits are specifically referred to in the Council's Constitution within the Guidance on Planning for Members. In particular, the Constitution states that the Planning Committee has adopted a 'Site Visit Protocol' which will be followed at all formal committee site visits.

4.2 Members need to be aware that this process must be consistently applied to avoid potential complaints and challenges to decisions in the future.

4.3 In addition to a clear and concise process being incorporated into the Protocol regarding declarations of interest at site visits, the other main amendment to the Protocol refers to the recent management re-structuring that has occurred within the Council. Reference to the Head of Planning and Sustainable Development has been removed from the Protocol and replaced with the role of Planning Manager.

4.4 The Site Visit Protocol was last presented to Council for adoption in 2006 and it therefore seems an appropriate time to review the Protocol.

5.0 FINANCIAL IMPLICATIONS/EQUALITY IMPACT ASSESSMENT

5.1 There could be considerable financial implications for the Council if the Site Visit Protocol is not consistently applied, resulting in challenges to decisions via judicial review.

5.2 An Equality Impact Assessment (INRA) is not required.

6.0 APPENDICES

6.1 Appendix 1 - Revised Planning Committee Site Visit Protocol.

<u>Background Documents</u>	<u>Location</u>	<u>Contact Officer</u>
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