

## BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

<b>From: Head of Corporate Organisation</b>	<b>Report Number: P54</b>
<b>To: Mid Suffolk District Council Babergh District Council</b>	<b>Date of meeting: 25 September 2014 26 September 2014</b>

### RECOMMENDATIONS ON CONSTITUTIONAL CHANGE – PLANNING CHARTER

#### 1. Purpose of Report

- 1.1 To consider the report of the Joint Constitution Working Group (JCWG) on a new Planning Charter.
- 1.2 Paper N123 considered at Council in March 2014 and Paper P28 in June 2014 considered changes to the Constitution. The remaining item to be agreed is the Planning Charter.

#### 2. Recommendations

- 2.1 That the Planning Charter attached as Appendix A be adopted with immediate effect, but introduced for a transitional period and form part of the Council's Constitution.
- 2.2 That the Monitoring Officer be authorised to make any typographical and / or other minor changes together with any other consequential changes to the document referred to above.

#### 3. Financial Implications

- 3.1 The adoption and operation of the principles within the Charter is expected to reduce processing costs and increase capacity.

#### 4. Risk Management

- 4.1 This report is most closely linked with the Council's Corporate / Significant Business Risk No. SIT1.

#### 5. Consultations

- 5.1 The original review was part of a widespread Member and officer consultation on the proposals. Members of the JCWG have continued with their work and specific officers have been consulted in their areas of expertise.
- 5.2 Drop in sessions have also been arranged for Members to discuss and consider the Charter. The Corporate Manager – Development Management and the Monitoring Officer attended the drop in sessions to discuss the draft Charter with Members and made themselves available for separate discussion, should Members wish that, through Members of the JCWG.
- 5.3 The Charter was also emailed to all Members on 1 September.

## 6. Equality Analysis

6.1 There are no equality issues.

## 7. Shared Service / Partnership Implications

7.1 The JCWG has been involved in discussing the new Constitution and has worked on the basis that the Constitution, procedures etc should be aligned as far as possible.

## 8. Key Information

8.1 The Council meeting in March 2014 agreed the majority of the new Constitution (Paper N123 refers).

8.2 The Council meeting in June 2014 agreed a number of other parts of the Constitution (Paper P28 refers), but noted that the Planning protocol and procedures document will be submitted for consideration at a future meeting. This is now known as the Planning Charter.

8.3 Members of JCWG are:-

### BDC

Tony Bavington  
Richard Cave  
Kathy Pollard  
Rex Thake

### MSDC

Rachel Eburne  
Wendy Marchant  
Sara Michell  
John Whitehead

The Group met again on 30 June to discuss the Planning Charter. They agreed the document and noted that drop-in sessions would be arranged for Members to discuss and be provided with information on the new Charter.

8.4 Three drop-in sessions were organised and a total of 34 Members attended. A further meeting of the JCWG was held on 28 August which considered the feedback from the drop-in sessions.

8.5 A copy of the Charter was then emailed to all Members on 1 September with a request that should Members have queries or items of concern they raise these with relevant Officers.

8.6 At Babergh a new document management system (DMS) will shortly be introduced which will enable the public to view planning applications online, in a more comprehensive way than previously, submit representations and be able to follow any updates or new information on an application. It is expected that this will be operational in September and will align web information on planning applications between the Councils.

- 8.7 The DMS will also assist Members by enabling them to have an overview of all the important dates in the life of a planning application including the relevant publicity dates, expiry dates for site notice, neighbour consultation and press advertisements. To support the introduction of this DMS Member and officer training will be provided. As an interim safeguard whilst Members become familiar with DMS officers will ensure that notice of the relevant publicity and expiry dates will be emailed to Members as part of routine application administration.
- 8.8 The main changes that the Charter will introduce are:
- Pre-application discussions
  - Single step Member referral process
  - Member referrals to Committee (13.8 and 13.9) should be made no later than 28 days after publication of the application and 21 days before the application date.
- 8.9 A lot of debate was held on whether Ward Members could vote on applications in their Ward. The JCWG recommend that the existing different arrangements continue at both Councils. These are as outlined in Para 1.5 of Appendix A.
- 8.10 The adoption of the Charter will contribute to our open for business philosophy described within the Planning Services Business Case. It will help to underpin clear focus on delivering economic growth, jobs and homes. The new Charter will also help to underline to business communities, our stakeholders and partner organisations that we will be providing a high quality fast paced service that facilitates responsible development within our Districts.
- 8.11 The agreed Business Case recognises the need for a more 'Risk Tolerant' system for decision making in order to reduce processing costs. The aim set out in the Business Case is to utilise our planning Committees more effectively so that they only have to decide on those applications that have an impact on our strategic outcomes and/or are likely to cause significant local controversy. Limiting the time spent dealing with householder type applications and those that have very limited public response is expected to reduce cost and create more capacity.
- 8.12 Although it is suggested that the Charter will be introduced with immediate effect it is recognised that there will need to be a transitional period that will enable Members and Officers to become accustomed with the Charter and its principles. It is only intended to apply the Charter fully to applications that are submitted after 1 January 2015. In the interim it is expected to operate the Charter with flexibility in order to allow for 'Bedding in' and to enable early consideration and review of any lessons learnt.
- 8.13 Attached as Appendix B are details showing number of applications and Committee cases for 2012/13 and 2013/14. It is noted that the practice regarding referrals to Committee currently differs and this is partly reflected in site inspection statistics. Where a site visit is requested, as part of the referral process, and in advance of reporting an application is full, then additional officer and Member resources are required over and above those required for the full consideration of the application.

## 9. Appendices

Title	Location
A - Planning Charter B - Committee Cases	Attached Attached

## 10. Background Documents

None.

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**BABERGH DISTRICT COUNCIL  
MID SUFFOLK DISTRICT COUNCIL**

**PLANNING  
CHARTER**

Final draft August 2014 following JCWG 28 August 2014

## TABLE OF CONTENTS

1.	INTRODUCTION .....	1
2.	RELATIONSHIP TO THE SUFFOLK LOCAL CODE OF CONDUCT FOR MEMBERS ("MEMBERS' CODE OF CONDUCT") .....	2
3.	DEVELOPMENT PROPOSALS AND INTERESTS.....	2
4.	FETTERING DISCRETION IN THE PLANNING PROCESS.....	4
5.	MEMBERS GOOD PRACTICE.....	7
6.	MEMBER PLANNING TRAINING.....	8
7.	PRE-APPLICATION AND OTHER DISCUSSIONS .....	8
8.	LOBBYING OF MEMBERS .....	9
9.	LOBBYING BY COUNCILLORS.....	11
10.	COMMITTEE SITE INSPECTIONS.....	11
11.	PROCEDURES AND CONDUCT AT SITE INSPECTIONS.....	12
12.	AGENDAS.....	16
13.	MEMBER REFERRALS TO COMMITTEE .....	16
14.	PLANNING COMMITTEE MEETINGS .....	17
15.	DISTRICT COUNCIL APPLICATIONS .....	20
16.	APPLICATIONS IN WHICH MEMBERS OR OFFICERS ARE DIRECTLY CONCERNED .....	20
17.	MEMBER INVOLVEMENT WITH EMERGING DEVELOPMENT PROPOSALS.....	21
18.	REVIEW OF DECISIONS.....	22
19.	REVIEW OF THIS CHARTER .....	22

## 1. INTRODUCTION

- 1.1 **The aim of this Charter:** to ensure that in the planning process there are no grounds for suggesting that a decision has been biased, partial, or not well founded in any way.
- 1.2 One of the key purposes of the planning system is to regulate the development and use of land in the public interest. **Your role as a Member of the Planning Authority is** to make planning decisions openly, impartially, with sound judgement and for justifiable reasons. You are also a democratically accountable decision-taker who had been elected to provide and pursue policies. You are entitled to be predisposed to make planning decisions in accordance with your views and policies **provided** that you have considered all material considerations and have given fair consideration to relevant points raised.
- 1.3 **When the Charter applies:** This applies at all times when Members involve themselves in the planning process. (This includes when taking part in the decision making meetings of the Council in exercising the functions of the Planning Authority or when involved on less formal occasions, such as meetings with officers, or the public and consultative meetings). It applies as equally to planning enforcement matters or site specific policy issues as it does to planning applications.
- 1.4 In this Charter references to Planning Committee will mean Planning Committee at Babergh District Council and Development Control Committee at Mid Suffolk District Council unless the context indicates otherwise. At Mid Suffolk District Council the principles applicable to Development Control Committee shall also apply at Planning Committee.
- 1.5 At Babergh District Council Members of Planning Committee may vote, in accordance with this Charter, on applications in their own Ward. At Mid Suffolk District Council Members of Development Control Committee or Planning Committee may speak but not vote, in accordance with this Charter, on applications in their own Ward.
- 1.6 The Council endorses for all of its Planning Officers the Royal Town Planning Institute Code of Conduct, particularly the principle that Chartered Town Planners must not make or subscribe to any statements or reports which go against their own professional opinions.
- 1.7 **If you have any doubts about the application of this Charter to your own circumstances you should seek advice early, from the Monitoring Officer or one of his/her staff, and preferable well before any meeting takes place.**

## 2. RELATIONSHIP TO THE SUFFOLK LOCAL CODE OF CONDUCT FOR MEMBERS (“MEMBERS’ CODE OF CONDUCT”)

DO’S	DON’TS
<p>2.1 <b>Do</b> apply the rules in the Members’ Code of Conduct first, which must always be complied with. This is both the rules on interests, Disclosable Pecuniary Interests (<b>DPIs</b>) any other interests identified in the Members Code of Conduct and the general rules on giving effect to the seven principles of public life: selflessness; integrity, objectivity, accountability, openness, honesty and leadership.</p>	
<p>2.2 <b>Do</b> then apply the rules in this Planning Charter which seeks to explain and supplement the Members’ Code of Conduct and the law on decision making for the purposes of planning control. If you do not abide by this Planning Charter, you may put:</p> <ul style="list-style-type: none"> <li>- The Council at risk of proceedings on the legality of the related decision or maladministration; and</li> <li>- Yourself at risk of being named in a report made to the Council or, if the failure is also likely to be a breach of the interest provisions of the Localism Act 2011, a complaint being made to the police to consider criminal proceedings.</li> </ul>	

## 3. DEVELOPMENT PROPOSALS AND INTERESTS

DO’S	DON’TS
<p>3.1 <b>Do</b> disclose the existence and nature of your interest as required by the Members’ Code of Conduct.</p>	

DO'S	DON'TS
<p>3.2 <b>Do take into account</b> when approaching a decision that the Principle of Integrity is defined in terms that</p> <p><i>“Holders of public office must avoid placing themselves under any obligation to people or organisations that might try to inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.”</i></p>	
<p>3.3 <b>Do</b> notify the Monitoring Officer in writing where it is clear to you that you have a DPI or other personal conflict of interest and note that:</p> <ul style="list-style-type: none"> <li>- You should send the notification no later than the submission of that application where you can. If you become aware of the application after it has been submitted you should send the notification as soon as you reasonably can after that;</li> <li>- The application will always be reported to the Planning Committee and not dealt with by officers under delegated powers;</li> <li>- It is advisable that you employ an agent to act on your behalf in respect of the proposal when dealing with officers and in public speaking at the Planning Committee.</li> </ul>	

DO'S	DON'TS
3.4 <b>Do</b> consider avoiding serving on the Planning Committee if you have private interests relevant to the work of the Planning Committee, particularly those interests that would amount to DPIs under the Members' Code of Conduct.	

#### 4. FETTERING DISCRETION IN THE PLANNING PROCESS (natural justice, predisposition and predetermination)

DO'S	DON'TS
4.1 <b>Do</b> be aware that in your role as an elected Member you are entitled, and are often expected, to have expressed a view on planning issues and that these comments have an added measure of protection under the Localism Act 2011.	4.2 <b>Don't</b> fetter your discretion by approaching the decision with a closed mind.
4.3 <b>Do</b> keep at the front of your mind that when you come to make the decision, you <ul style="list-style-type: none"> <li>- are entitled to have and to have expressed your own views on the matter, <b>provided</b> you are prepared to reconsider your position in the light of all the evidence and arguments;</li> <li>- <b>must keep an open mind</b> and hear all of the evidence before you, both the officers' presentation of the facts and their advice as well as the arguments from all sides;</li> <li>- are not required to cast aside views you held when seeking election or otherwise acting as a Member, <b>provided that</b> you give fair consideration to points raised;</li> </ul>	

DO'S	DON'TS
<ul style="list-style-type: none"> <li>- are only entitled to take account of material considerations and must disregard considerations irrelevant to the question and legal context at hand; and</li> <li>- are to come to a decision after giving balanced weight to those material considerations.</li> </ul>	
<p>4.4 <b>Do</b> be aware that you can be biased where the Council is the landowner, developer or applicant if you have acted as, or could be perceived as being, a chief advocate for the proposal. This is more than a matter of Membership of both the proposing and planning determination committees, but that through your significant personal involvement in preparing or advocating the proposal you will be, or perceived by the public as being, no longer able to act impartially or to determine the proposal purely on its planning merits.</p>	
<p>4.5 <b>Do</b> consider yourself able to take part in the debate on a proposal when acting as part of a consultee body (where you are also a member of the parish council, for example, or both a district and county councillor), <b>provided:</b></p> <ul style="list-style-type: none"> <li>- the proposal does not substantially affect the well being or financial standing of the consultee body <b>and</b>;</li> <li>- you make it clear to the consultee body that: <ul style="list-style-type: none"> <li>o your views are expressed on the limited information before you only;</li> </ul> </li> </ul>	

DO'S	DON'TS
<ul style="list-style-type: none"> <li>○ you must reserve judgement and the independence to make up your own mind on each separate proposal, based on your overriding duty to the whole community and not just to the people in that area, ward or parish, as and when it comes before the Planning Committee and you hear all of the relevant information; and</li> <li>○ you will not in any way commit yourself as to how you or others may vote when the proposal comes before the Planning Committee.</li> </ul>	
<p>4.6 <b>Do</b> when acting as part of a consultee body explain that you do not intend to speak and vote as a member of the Planning Committee because you will otherwise be perceived as having judged the matter elsewhere, unless you have followed the steps in 4.5 and reserved the right to judge the application at Planning Committee. Do ensure that this is recorded in the consultee body and Planning Committee minutes.</p>	
<p>4.7 <b>Do</b> take the opportunity to exercise your speaking rights as a Ward Member and you are a member of the Planning Committee where you have represented your views or those of local electors, but do not have a DPI or other personal conflict of interest. <b>Where you do:</b></p> <ul style="list-style-type: none"> <li>- advise the Chair that you wish to speak in this capacity before the commencement of the item;</li> <li>- remove yourself from the seating area for Members of the Planning Committee for the duration of that item and do not vote; and</li> <li>- ensure that your actions are recorded in the Planning Committee minutes.</li> </ul>	

## 5. MEMBERS GOOD PRACTICE

DO'S	DON'TS
<p>5.1 <b>Do:</b></p> <ul style="list-style-type: none"> <li>▪ act fairly and openly in making decisions on applications</li> <li>▪ approach each application with an open mind</li> <li>▪ carefully weigh up all the relevant planning considerations</li> <li>▪ avoid undue contact with interested parties</li> <li>▪ ensure that the reasons for decisions are clearly stated</li> </ul>	
<p>5.2 <b>Do</b> take into account the interests of the whole District and the wider public interest.</p>	
<p>5.3 <b>Do</b> try to raise your questions with officers at the earliest stage that you reasonably can especially those of a complex technical nature which may require research and where you expect an answer at Planning Committee.</p>	
<p>5.4 <b>Do</b> talk with officers if you have any queries about the nature or progress of an application and any relevant policies or considerations.</p>	<p>5.5 <b>Don't</b> put pressure on officers to make a particular recommendation.</p>
<p>5.6 <b>Do</b> comply with the Member Officer Charter.</p>	

## 6. MEMBER PLANNING TRAINING

DO'S	DON'TS
6.1 <b>Do</b> attend any specialised training sessions provided, since these will be designed to extend your knowledge of planning law, probity, regulations, procedures, good practice and Development Plans and assist you in carrying out your role properly and effectively.	6.2 <b>Don't</b> participate in decision making at meetings dealing with planning matters if you have not attended the mandatory planning training prescribed by the Council.
6.3 <b>Do</b> endeavour to attend training even if you do not serve or substitute on Planning Committee.	

## 7. PRE-APPLICATION AND OTHER DISCUSSIONS

DO'S	DON'TS
7.1 <b>Do</b> engage in formal pre-application discussions <b>provided</b> that you safeguard your position under this Charter and keep an open mind.	7.2 <b>Don't</b> agree to any informal meeting with applicants, developers or groups of objectors unless you feel that this would be useful in clarifying issues and you <b>do not</b> compromise your ability to participate in later stages of the planning process.
7.3 <b>Do</b> ensure that other parties including applicants, developers or objectors are aware of your responsibilities under this Charter.	
7.4 <b>Do</b> refer those who approach you for planning, procedural or technical advice to officers.	
7.5 <b>Do</b> keep the officers informed of any formal or informal meetings you attend and any pre-application discussions you engage in.	

DO'S	DON'TS
<p>7.6 <b>Do:</b></p> <ul style="list-style-type: none"> <li>- follow the Authority's rules on lobbying;</li> <li>- consider whether or not it would be prudent in the circumstances to make notes when contacted; and</li> <li>- Keep a record of any significant contact with the applicant and other parties.</li> </ul>	

## 8. LOBBYING OF MEMBERS

DO'S	DON'TS
<p>8.1 <b>Do</b> explain to those lobbying or attempting to lobby you that, you can listen to what is said. If you make any sort of promise to vote one way or another or express such a firm point of view that it amounts to the same thing, then it is likely to prejudice your impartiality. This would compromise your ability to participate in the Planning Committee's decision making.</p>	<p>8.2 <b>Don't</b> accept gifts or hospitality from any person involved in or affected by a planning proposal. If a degree of hospitality is entirely unavoidable, ensure it is of a minimum, its acceptance is declared as soon as possible, including its addition to your register of interests where relevant.</p>
<p>8.3 <b>Do</b> remember that your overriding duty is to the whole community not just to the people in your ward and, taking account of the need to make decisions impartially, that you should not improperly favour, or appear to improperly favour, any person, company, group or locality.</p>	<p>8.4 <b>Don't</b> visit a site once it has become a formal application nor meet privately with an applicant "one to one" unless accompanied by an officer. This does not preclude you viewing a site from the public highway whilst unaccompanied.</p>
<p>8.5 <b>Do</b> copy or pass on any lobbying correspondence you receive to the Corporate Manager – Development Management at the earliest opportunity.</p>	

DO'S	DON'TS
<p>8.6 <b>Do</b> promptly refer to the Corporate Manager – Development Management any offers made to you of planning gain or constraint of development, through a proposed section 106 planning obligation or otherwise.</p>	
<p>8.7 <b>Do</b> inform the Monitoring Officer where you feel you have been exposed to undue or excessive lobbying or approaches (including inappropriate offers of gifts or hospitality), who will in turn advise the appropriate officers to follow the matter up.</p>	
<p>8.8 <b>Do</b> note that, unless you have a DPI or overriding other personal conflict of interest you will not have fettered your discretion or breached this Charter through:</p> <ul style="list-style-type: none"> <li>- listening or receiving viewpoints from residents or other interested parties;</li> <li>- making comments to residents, interested parties, other Members or appropriate officers (making clear that you must keep an open mind when it comes to making the decision);</li> <li>- seeking information through the appropriate channels; or</li> <li>- being a vehicle for the expression of opinion of others in your role as a Ward Member</li> </ul>	

## 9. LOBBYING BY MEMBERS

DO'S	DON'TS
9.1 <b>Do</b> join general interest groups which reflect your areas of interest and which concentrate on issues beyond particular planning proposals (such as the Victorian Society, CPRE, Ramblers' Association or a local civic society), but you should normally seek to disclose that interest on the grounds of transparency where the organisation has made representations on a particular proposal.	9.2 <b>Don't</b> become a member of, lead or represent an organisation whose primary purpose is to lobby to promote or oppose planning proposals unless it is your intention to openly campaign on the matter and will therefore step away from the Planning Committee when it comes to make its decision.
	9.3 <b>Don't</b> excessively lobby fellow Members regarding your concerns or views nor attempt to persuade them that they should decide how to vote in advance of the meeting at which any planning decision is to be taken.
	9.4 <b>Don't</b> decide or discuss how to vote on any application at any political group meeting, or lobby any other Member to do so. Political group meeting should never dictate how Members should vote on a planning issue.

## 10. COMMITTEE SITE INSPECTIONS

DO'S	DON'TS
10.1 <b>Do</b> attend site visits organised by the Council and specifically if you requested it.	10.2 <b>Don't</b> request a site visit unless it is strictly necessary because: <ul style="list-style-type: none"> <li>• particular site factors are so significant in terms of the weight attached to them relative to other factors or the difficulty of their assessment in the absence of a site inspection; or</li> </ul>

DO'S	DON'TS
	<ul style="list-style-type: none"> <li>there are exceptional site factors which need to be carefully addressed.</li> </ul>
10.3 <b>Do</b> bear in mind site visits are expensive and time consuming and should be viewed as an exception to the usual process. They can be justified only by the importance or complexity of the application and its site.	

10.4 Where a site inspection is recommended by the Corporate Manager – Development Management the same principles, 10.2 above apply, recognising that in some cases the arrangements for site visits may need to be made, after consultation with the Chairman, prior to the date of the next Planning Committee meeting.

10.5 In all cases the Planning Committee will determine whether a site inspection should be conducted.

## 11. PROCEDURES AND CONDUCT AT SITE INSPECTIONS

### Who May Attend

11.1 Access to premises to conduct the site inspection is with the consent of the landowner (or other person entitled to give consent). The landowner is therefore entitled to be present at the site inspection. The applicant and/or their professional representative is also entitled to be present. Unless invited by the Chairman to answer specific questions, the landowner, agent and professional representative may not otherwise contribute to the proceedings at the site inspection. Landowners, applicants and professional agents are expected to act in the spirit of co-operation to enable the site inspection to be undertaken in the presence of those invited.

11.2 Subject to any conflict of interest, all Members and substitutes of the relevant Committee are entitled to attend. The ward Member is also permitted to attend. Other Members may attend with the prior consent of the Chairman of the Committee.

11.3 Subject to any conflict of interest, 1 representative of the Parish/Town Council is also permitted to attend.

11.4 The role of the ward Member and parish/town council representative will be to provide any relevant factual local information which is not already apparent. The Chairman of the site inspection will invite such submissions after the Officer's presentation and once Members have had opportunity to ask questions.

- 11.5 The Case Officer for the application which has prompted the site inspection will attend along with such other supporting Officers or specialist advisers (e.g. local highway authority) as the Head of Economy considers appropriate.
- 11.6 The inspection is not a meeting which is open to the public and so no other persons shall be permitted to attend unless the Chairman considers there are exceptional circumstances and exercises his/her discretion to allow other persons to be present. Normally, it will be unnecessary for any other persons to contribute to the inspection. Verbal representations are facilitated through the public speaking session at the Committee meeting itself.
- 11.7 It is essential that Members and Officers ensure that those attending are not led to believe that a decision has been made at the site inspection.

#### **Procedure to be Followed**

- 11.8 The Chairman (or in his/her absence, the Vice-Chairman) of the relevant Committee will have conduct of the site inspection and will adopt such procedure as he/she considers appropriate having regard to Council procedures and charters.
- 11.9 Unless the Chairman indicates otherwise, the usual procedure to be followed in respect of planning applications will be as set out below:
- (1) The site inspection will be formally 'opened'. The Chairman will explain the purpose of the inspection and that no representations on the merits of the application will be heard, nor will any decision be made before the application is reported to the formal meeting of the Planning Committee.
  - (2) The Chairman will make introductions and ascertain the identities of those present, who as set out above, will be limited to:
    - Members of the Committee and substitutes
    - Landowner
    - Applicant
    - Applicant's professional representative
    - 1 Parish/Town Council representative
    - Ward Member/s
    - Case Officer, supporting officers and/or specialist advisers

- (3) The Case Officer will be invited to briefly explain:
  - (a) why the Committee has been invited to inspect the site
  - (b) the facts of the application, and
  - (c) any views received from consultees which are relevant to the inspection.
- (4) The Case Officer will point out key features.
- (5) Any specialist adviser will explain relevant issues
- (6) The applicant/professional representative may be questioned on any factual aspect of the proposal
- (7) The Parish/Town Council representative will be invited to provide any relevant factual local information concerning the site or the surrounding area
- (8) The Ward Member will be invited to point out any factual features of the site or surrounding area or to ask questions about the proposal
- (9) Members of the Committee and substitutes will be invited to ask questions. No discussion on the merits of the application will take place.
- (10) The Case Officer will be invited to ask any questions to seek clarification of any issues
- (11) Members will be given opportunity to inspect the site/area in more detail
- (12) The Chairman formally closes the site inspection.

11.10 If there is interruption, lobbying or other conduct which may affect the impartiality of the site inspection, then the Chairman may at any time bring the site inspection to a close. If that happens, there may not be opportunity to reconvene the inspection at a future date.

### **Conduct at Site Inspections**

11.11 Members will attend the site inspection in their official capacity and the Code of Conduct for Members will apply to their conduct throughout. A Member with a pecuniary interest in the item when it is considered at a meeting of the Council, must not attend the site inspection.

11.12 In addition to the Code, both Members and Officers should adhere to the general principles of good governance set out below:-

- There should be no discussion of the application or matter that prompted the site inspection. Care is needed to ensure that Members and Officers do not have private discussions which could be perceived as a discussion of the merits of the application or engage in conversations that could be misconstrued.
- No views on the application or matter should be expressed. Members must not give any indication as to how they may vote.
- Members and Officers should stay together as a group at all times to ensure that all Members receive equal information.
- Members and Officers arriving early at the site must not commence any part of the inspection before the inspection has been opened by the Chairman.
- The purpose of the site inspection is not to secure views on the application and there must accordingly be no discussions with Members of the public or other persons present who may seek to influence the Member's views.

DO'S	DON'TS
	<p>11.13 <b>Don't</b> enter a site which is subject to a formal application other than as part of an official site visit, even in response to an invitation, as this may give the impression of bias unless:</p> <ul style="list-style-type: none"> <li>- You feel it is essential for you to visit the site other than through attending the official site visit;</li> <li>- You have first spoken to the Corporate Manager – Development Management about your intention to do so and why (which will be recorded on the file); and</li> <li>- You can ensure that you will comply with the above good practice rules on site visits.</li> </ul>

## 12. AGENDAS

- 12.1 In the first instance the Corporate Manager - Development Management will decide the content of planning agendas in consultation with the Head of Economy. Should there be any dispute the final decision will rest with the Strategic Director (Place) in consultation with the Committee Chairman.

## 13. MEMBER REFERRALS TO COMMITTEE

- 13.1 Officers agree not to determine applications using their delegated authority where a Member of the Council requests that the application is determined by the Planning Committee and the request is made in accordance with this Charter and the 2013 Charter.

DO'S	DON'TS
13.2 <b>Do</b> discuss a potential reference to Planning Committee with the Case Officer in the first instance.	13.3 <b>Don't</b> request a referral to Planning Committee unless there are significant policy, consistency or material considerations and a decision on the application is of more than local significance.
13.4 <b>Do</b> request that the application is referred to Committee for determination only where there are clear and substantial planning grounds to do so. <b>Do</b> explain your planning reasons, in writing, when making the request to the Corporate Manager. A request must be made in accordance with paragraph (5) below.	
13.5 <b>Do</b> consider the wider District and public interest before requesting an application is reported to committee.	13.6 <b>Don't</b> request a referral to Planning Committee unless the application is in your Ward or there are very significant impacts upon your Ward which might arise from the development.
13.7 <b>Do</b> discuss the planning issues raised by the case, and the public interest there may be in reporting the matter to committee, with the case officer as part of a collaborative dialogue whilst the application is being processed.	

DO'S	DON'TS
13.8 <b>Do</b> request the application be reported to committee as early as you reasonably conclude that is necessary and not later than 28 days after the application has been publicised on the application site, in the press or by neighbour letter (whichever is the latest date).	13.9 <b>Don't</b> request a referral less than 21 days before the application statutory expiry date (the case officer can clarify this if you are in doubt).
13.10 <b>Do</b> make a request for determination by Committee in the prescribed form appended and send the completed form to the Case Officer and the Corporate Manager. The reasons you provide will be reported to Planning Committee when the application is considered.	

13.11 To facilitate the operation of the arrangements in 13 above Officers will:-

- circulate a list electronically every week to all Members containing details of applications registered. The list will identify the date of registration of each application
- use reasonable judgement to keep the Ward Member (s) informed of significant objections received in respect of applications within their ward
- brief Members on relevant planning policies and make them available through the Councils website.

#### 14. PLANNING COMMITTEE MEETINGS

14.1 All applications presented to the Planning Committee for decision will have a full written report from Officers. This will include: -

- a clear explanation of the Development Plan, site or related history
- any other material planning considerations
- the views of people who have been consulted
- the substance of any objections

- a reasoned consideration of the proposal
- a clear recommendation including conditions and reasons
- a list of the relevant planning policies

14.2 Any relevant planning information which is received after the written report has been prepared will be summarised by Officers to the Planning Committee where possible. The Addendum/Late papers will be circulated to committee Members before Planning Committee. Any further planning information will wherever possible be summarised verbally by the Planning Officer at the committee meeting. In the event of significant new information being received, the Corporate Manager - Development Management may recommend that the meeting be adjourned to allow time for the new material to be read or that consideration of the application be deferred.

14.3 In the event that an application is altered or there is significant new information arising between the preparation of the report and its discussion by the Planning Committee, the Chairman of the Committee in consultation with the Corporate Manager – Development Management may decide in advance of the meeting to remove an item from the Committee agenda. Once the meeting has been opened, any proposal to defer consideration of an application will only be approved by consent of the Committee.

14.4 If you are minded to, before resolving to grant planning permission contrary to Officer recommendation, Members are advised (in accordance with the “Probity in planning” guidance issued by The Local Government Association and the Planning Advisory Service) to observe the following steps:-

- where possible to discuss areas of difference and reasons with the Case Officer before the Committee meeting
- identify the detailed planning reasons (including relevant policies within the development plan) as part of the mover’s motion
- be prepared to explain in full their planning reasons for not agreeing with the officer’s recommendation
- never place pressure on officers to identify the planning reasons
- provide officers with the opportunity to explain the implications of a contrary decision
- consider adjourning for a few minutes for those reasons to be discussed and then agreed by the Committee
- where there is concern about the validity of the reasons, consider deferring the item to a later meeting to have the reasons tested and discussed
- if it is intended to approve an application that is clearly contrary to the development plan then the material considerations leading to that conclusion must be clearly identified and how those considerations override the development plan must be clearly demonstrated.

DO'S	DON'TS
14.5 <b>Do</b> come to the meetings with an open mind and demonstrate that you are open-minded.	14.6 <b>Don't</b> vote or take part in the meeting's discussion or a proposal unless you have been present to hear the entire debate, including the officer's introduction to the matter.
14.7 <b>Do</b> comply with section 38 of the Planning and Compulsory Purchase Act 2004 and make decisions in accordance with the Development Plan unless material considerations indicate otherwise.	14.8 <b>Don't</b> allow Members or members of the public to communicate with you during the committee proceedings (orally or in writing) other than through the scheme for public speaking or through the Chair as this may give the appearance of bias.
14.9 <b>Do</b> come to your decision only after due consideration of all of the information reasonably required upon which to base a decision. If you feel there is insufficient time to digest new information or that there is simply insufficient information before you, request that further information. If necessary defer or refuse.	
14.10 <b>Do</b> have recorded the reasons for Committee's decision to defer any proposal.	
14.11 <b>Do</b> make sure that if you are proposing, seconding or supporting a decision contrary to officer recommendations or the development plan that you clearly identify and understand the <u>planning reasons</u> leading to this conclusion/decision. These reasons must be given prior to the vote and be recorded. <b>Be aware</b> that you may have to justify the resulting decision by giving evidence in the event of any appeal or other challenge.	

DO'S	DON'TS
14.12 <b>Do</b> ensure that reasons for rejecting a report's recommendations are clearly stated at the meeting and recorded in the minutes. <b>Do</b> ensure that in such cases the decision is based on sound planning reasons.	
14.13 <b>Do</b> bear in mind that planning appeals or other challenges are time consuming and costly.	

- In cases where the Development Control Committee at Mid Suffolk District Council is minded to grant planning permission contrary to officer recommendation and that application is to be referred to the Planning Committee ***then Members should be prepared to [a] provide a summary of any heads of terms which they would expect to be included in any planning obligation deed and [b] provide a summary of any planning conditions which they would expect to be imposed on the permission.***
- Where an application is to be referred to the Planning Committee at Mid Suffolk District Council having regard to the wish of the Development Control Committee to grant planning permission contrary to Officer recommendation and policy then the Officer's report should include advice to the Planning Committee upon those summary heads of terms and planning conditions which the Planning sub-committee expected to be included in any planning obligation deed or imposed on the permission.

## 15. DISTRICT COUNCIL APPLICATIONS

- 15.1 Proposals for the Council's own development or development involving the Council or its own land should be reported to the Planning Committee for a decision. The committee report should clearly identify the Council's interest in the application.
- 15.2 Decisions on applications in which the Council is the applicant or landowner must be made strictly on planning merits and without regard to any financial or other gain that may accrue to the Council. It is important that the Council is seen to be treating all such applications in the same way as any other application as well as actually doing so.

## 16. APPLICATIONS IN WHICH MEMBERS OR OFFICERS ARE DIRECTLY CONCERNED

- 16.1 It is vital to ensure that development proposals or representations submitted by Members or Officers or by their close family are handled in a way that does not give any grounds for accusations of favouritism or suspicions of impropriety.

DO'S	DON'TS
16.2 <b>Do</b> inform the Monitoring Officer in writing of any such proposals	16.3 <b>Don't</b> take any part in the processing or consideration of the application.
16.4 <b>Do</b> ensure that the interest is notified to the case officer and recorded on the public file.	

16.5 All applications (including permitted development notifications and other planning related consents) which are known to be submitted by or on behalf of Members and Officers of either Council (or a close family member) will be reported to the Planning Committee for a decision. The fact that the application is from a Member or Officer (or their close family) will be highlighted in the committee report.

- A Member or Officer who has an interest in an application either by reason of it being (i) their application (ii) an application by a close family member or **[(iii) an application on which they have made representations], shall take no part in the processing or deciding of the application.** Where the Development Control Committee at Mid Suffolk District Council resolves to grant planning permission contrary to the Officer recommendation and the application is known to have been submitted by or on behalf of a Member or by a Mid Suffolk District Council Officer then that application shall be referred to the Mid Suffolk District Council Planning Committee.

## 17. MEMBER INVOLVEMENT WITH EMERGING DEVELOPMENT PROPOSALS

17.1 On occasion working groups comprising or including Members may be established to consider, formulate or contribute to proposals for emerging development whether in respect of the Council's own land/development or otherwise. By their very nature such pre-application discussions will normally be confidential and details of those discussions or proposals must not be divulged without the express consent of the project Lead Officer.

17.2 Officers will be responsible for retaining a note of key points discussed at working group meetings. Copies of notes will be made available to Members of the working group but wider dissemination may not be possible where issues of confidentiality or commercial sensitivity arise. Only those Members who are appointed (or substitutes if appointed) to the working group will be entitled to attend its meetings.

17.3 Appointments to working groups will be made in accordance with the wishes of political group leaders subject to there being no conflict of interest **or other potential matters of probity.**

**18. REVIEW OF DECISIONS**

18.1 Every two years arrangements will be made for Members, by the Corporate Manager – Development Management, to visit a sample of implemented planning permissions throughout the District in order that the quality of decisions can be assessed and as a training opportunity.

**19. REVIEW OF THIS CHARTER**

19.1 This Charter will be reviewed at least every 2 years, by Legal Services, to make sure that it reflects changes in the law, the Council's structure or other relevant considerations, other reviews may be carried out as appropriate.

## Appendix B Committee Cases and Costs

Table A - Overall Context	01 April - 31 March			
	MSDC 13/14	MSDC 12/13	BDC 13/14	BDC 12/13
No. of Committee Meetings	21	26	21	14
No. of Applications going to Committee p.a.	72	87	79	122
Average No. of Applications per Committee	3.4	3.3	3.8	8.7
Majors as % of Committee cases	22.2%	4.6%	21.5%	19.7%
Minors as % of Committee cases	45.8%	52.9%	43.0%	37.7%
Others as % of Committee cases	31.9%	42.5%	35.4%	42.6%
Householders (Others) as % of Committee cases	19.4%	23.0%	16.5%	16.4%

Table B – Member referrals	01 April - 31 March			
	MSDC 13/14	MSDC 12/13	BDC 13/14	BDC 12/13
No. of Member referrals to Committee	12	12	27	30
<b>% Member referrals to Committee</b>	<b>16.7%</b>	<b>13.8%</b>	<b>34.2%</b>	<b>24.6%</b>
No. of Member Site Inspections	2	7	6	24
% Member Site Inspections	2.8%	8.0%	7.6%	19.7%
No. of Applications - Officer Recommendation overturned	6	9	13	12
% of Applications - Officer Recommendation overturned	8.3%	10.3%	16.5%	9.8%
No. of Appeals against overturned cases	6	8	7	7
% of Appeals against overturned cases – allowed or dismissed in agreement with overturn	100%	88.9%	53.8%	58.3%
% of Appeals - costs awarded against Council in overturned cases	16.7%	25.0%	14.3%	28.6%

Table C - Performance Aspects	01 April - 31 March			
	MSDC 13/14	MSDC 12/13	BDC 13/14	BDC 12/13
No. of Applications decided out of time	56	61	48	95
<b>No. of Majors decided out of time</b>	<b>4</b>	<b>3</b>	<b>9</b>	<b>19</b>
No. Minors decided out of time	30	31	18	36
No. Others decided out of time	20	27	21	40

**Definitions:**

**Large-scale Major** Applications where the number of residential units proposed is 200 or more or for sites of 4 Ha or more

**Small-scale Major** Applications where the residential units proposed is between 10 and 199 or for sites of between 0.5 and 4Ha

**Minors** Applications where the residential units proposed is between 1 and 9 or for sites with a floor space less than 1000 m<sup>2</sup> or where site is less than 1Ha

**Others** This category includes householder developments, changes of use, listed building consents (to alter/extend or demolish), minerals processing, advertisements, conservation area consents and certificates of lawful development.

Table D – Average time (Development Management only) to take an item to Committee (Estimated)	Breakdown of time (in hours)				
	A&TSO	DMPO	SDMPO	CM	Total Time (hrs)
Minors	1.5	10.4	1.5	1.5	14.9
Householders	1	4	0.5	0.5	6

Table E - Costs of taking an item to Committee	Breakdown of costs (in £)				
	A&TSO	DMPO	SDMPO	CM	Total Cost
Minors	£41.18	£358.07	£77.36	£96.84	£573.44
Householders	£27.45	£137.72	£25.79	£32.28	£223.24

*\*The costs above are a basic and average cost and do not include additional costs e.g. Democratic Service costs, printing costs or the costs of holding the Planning Committee. If an item is deferred for a site inspection these costs are also not included. If an item is complex the cost would be greater.*

**Definitions:**

**A&TSO** Admin and Tech Support Officer  
**DMPO** Development Management Planning Officer  
**SDMPO** Senior Development Management Planning Officer  
**CM** Corporate Manager Development Management

**Table F Babergh District Council - Member Referrals**

Member Referrals 2012/13	Case Ref (Totals)	Comm Date	Appn Type	Stat Class	StatClass Description	Proposal	Location	Committee Items Under New Scheme of Delegation
Councillor Antill	B/12/00036	16/05/2012	FUL	20	Change of Use	Conversion and change of use of existing domestic garage/workshop to holiday let.	Winthrop Hall, Newton Road, Chilton, SUDBURY, CO10 0PZ	X
Councillor Antill	B/12/00209	16/05/2012	FUL	13	Minor Dwellings	Erection of two-storey dwellinghouse and detached double garage and formation of vehicular access to High Street.	Albany House, High Street, Acton, SUDBURY, CO10 0AU	X
Councillor Antill	B/11/01601	20/03/2013	FUL	18	Other minor development	Erection of an agricultural workers dwelling. Erection of an extension to existing grain store to provide workshop and machinery store as revised by drawing nos. SK04 rev E and SK01 rev C received 22nd February 2013.	Land north Haymarket Cottages, Haymarket, Little Waldingfield	X
Councillor Arthey	B/12/00123	31/10/2012	FUL	12	Other Small Scale developments	Construction of menage and car park in connection with existing riding centre as amended by agent's email dated 14 August 2012 proposing an amended location for the car park and a widened and improved vehicular access onto Whelp Street as shown on amended plans 5248/ 10A,11A,12C, 13B, 14.	Land south of Swifts Manor, Whelp Street, Preston St Mary	X
Councillor Barrett	B/12/01435	20/02/2013	ADV	22	Advertisements	Application for Advertisement Consent - Installation of 1 No. Set of individual led illuminated letters/logos to front elevation and 1 No. double-sided internally illuminated totem sign.	Plumbase Ltd, Northern Road, Chilton Industrial Estate, Sudbury, CO10 2XQ	X
Councillor Bavington	B/12/00274	31/10/2012	FUL	20	Change of Use	Change of use from Shop (Class A1) to Hot Food Take-away (Class A5) with internal/external alterations and installation of extraction equipment (as amended by letter dated 12/09/12 and accompanying Drawing Ref 2247/2g and letter from RdB Associates).	117 Bures Road, Great Comard, Sudbury, Suffolk	✓
Councillor Beer	B/10/00094	20/03/2013	FUL	7	Small Scale Dwellings	Erection of 170 no. dwellings and construction of new vehicular, pedestrian and cycle access. Provision for public open space and play areas, woodland planting and new wildlife habitat, as amended by i) drawing number 1006/GEN/002B received by the Local Planning Authority on 27th October 2010, ii) agents letter dated 20th October 2010, drawing number 08.6716.400 Rev J received by the Local Planning Authority on 28th October 2010, iii) drawing number VIS02 Rev A received by the Local Planning Authority on 1st November 2010 and iv) Interim Residential Travel Plan dated 'November 2011' with Response Form, Flood Risk Assessment dated 'February 2012'. Heritage Statement dated 'January 2012', Tree Condition Survey, Arboricultural Implications Assessment and Method Statement dated 'January 2012 (with drawing numbers W09-227-TS01 and WS09-227-TS02) and drawing numbers 08.6716.400 Rev N, 08.6716.367 Rev C, 08.6716.368 Rev A, 08.6716.369 Rev B and 08.6716.410 Rev A, all received by the Local Planning Authority on 29th March 2012.	Land East of, Carsons Drive, Great Comard, SUDBURY	✓
Councillor Bennett	B/11/01504	13/06/2012	FUL	18	Other minor development	Erection of single-storey extension; Installation of fire escape doorway.	Friends Meeting House, Friars Street, Sudbury, CO10 2AA	X
Councillor Carpendale	B/12/00353	11/07/2012	FHA	21	Householder developments	Erection of a two-storey side and front extension as revised by drawing no. 21201/3A and 21201/4A received 25th June 2012.	Old Coach House, Bluegate Lane, Capel St Mary, IPSWICH, IP9 2JX	X
Councillor Carpendale	B/12/00390	11/07/2012	LBC	23	Listed Building consents (alter/extend)	Application for Listed Building Consent - Erection of a two-storey side and front extension as revised by drawing no. 21201/3A and 21201/4A received 25th June 2012.	Old Coach House, Bluegate Lane, Capel St Mary, IPSWICH, IP9 2JX	X
Councillor Carpendale	B/12/00592	31/10/2012	OUT	13	Minor Dwellings	Outline - Erection of 7 no. dwellings and 1 no. bungalow, with garages, parking, amenity areas, access and related infrastructure. As amplified by agents letter dated 5 October 2012.	Land west of The Drift, The Street, Capel St Mary	X
Councillor Holbrook	B/12/00374	13/06/2012	FUL	6	Other Large Scale developments	Erection of horse field shelter.	Great Ropers Hall, Assington Road, Bures St Mary, BURES, CO8 5JX	X
Councillor Jones	B/11/01592	11/07/2012	FUL	13	Minor Dwellings	Erection of 1 no. detached single-storey dwelling (following demolition of existing garage).	6 Collinsons, Sproughton, IPSWICH, IP2 0DS	X
Councillor Jones	B/11/01343	11/07/2012	FUL	20	Change of Use	Change of Use of private residential swimming pool to mixed use of residential and limited commercial use as amplified by additional information received on 28th February 2012, 16th March 2012 and 18 June 2012.	Bradgate, Elton Park, Sproughton, IPSWICH, IP2 0DG	X
Councillor Jones	B/12/00553	28/11/2012	FUL	13	Minor Dwellings	Erection of two-storey dwelling.	Land East of Paridae, Church Hill, Burstall, IPSWICH, IP8 3DU	X
Councillor Jones	B/12/00676	19/12/2012	FUL	13	Minor Dwellings	Conversion of existing barn to form 1 no. two-storey dwelling and double cartlodge. As amended by site plan received 18/12/12.	Burstall Hall, Hall Lane, Burstall, IPSWICH, IP8 3DW	X
Councillor Keane	B/12/01482	04/03/2013	FUL	13	Minor Dwellings	Erection of 6 No. dwellings (following demolition of existing dwelling).	Tankard Farm, Wattisham Road, Bildeston, IPSWICH, IP7 7EG	X
Councillor Kemp	B/12/00421	05/09/2012	FUL	13	Minor Dwellings	Proposed conversion and extension of an existing oak framed barn to a residential dwelling.	The Mount, Bridge Street, Long Melford, Sudbury, CO10 9BQ	X
Councillor Kemp	B/12/01541	04/03/2013	FUL	13	Minor Dwellings	Erection of 2 No. two-storey dwellings including garaging and outbuildings.	Land to rear of Chapel House, Chapel Green, Little St Marys, Long Melford,	X
Councillor Kendall	B/11/01616	18/04/2012	FHA	21	Householder developments	Erection of two bay cartlodge and construction of new vehicular access, as amended by agent's letter dated 9th March 2012 and amended plan 4542/ SK01C.	Willow Cottage, Nedging Road, Nedging with Naughton, IPSWICH, IP7 7HJ	X
Councillor Kendall	B/11/01617	18/04/2012	LBC	23	Listed Building consents (alter/extend)	Application for Listed Building Consent - Erection of single-storey rear conservatory (retention of), as amended by agent's letter dated 9th March 2012 and amended plan 4542/ SK01C.	Willow Cottage, Nedging Road, Nedging with Naughton, IPSWICH, IP7 7HJ	X
Councillor Kendall	B/12/00211	23/01/2013	LBC	23	Listed Building consents (alter/extend)	Application for Listed Buildings Consent- Internal and external works.	Little Manor, Church Hill, Kersey, IPSWICH, IP7 6DZ	✓

Member Referrals 2012/13	Case Ref (Totals)	Comm Date	Appn Type	Stat Class	StatClass Description	Proposal	Location	Committee Items Under New Scheme of Delegation
Councillor Lawrenson	B/12/00169	16/05/2012	FUL	13	Minor Dwellings	Change of use from 'Granny Annexe' to holiday let.	The Old Stables, Rectory Road, Great Waldingfield	X
Councillor Lawrenson	B/12/00933	31/10/2012	FHA	21	Householder developments	Installation of flue in association with biomass heating system (retention of).	The Old Rectory, Rectory Road, Great Waldingfield, SUDBURY, CO10 0TL	X
Councillor Munson	B/11/00949	31/10/2012	CAC	13	Minor Dwellings	Application for Conservation Area Consent - Rebuilding existing gable; Erection of single storey rear extension to 109 High Street (following demolition of existing single storey rear extension). Erection of 4 No. dwellings to rear & improvements of existing vehicular access and submission of revised Heritage Statement dated April 2012, as amended by agent's letter dated 18th June 2012 and amended plans 4256/04F, 05D, and 06C and updated heritage statement submitted with agent's letter dated 9th July 2012.	109 High Street, Hadleigh, Ipswich, IP7 5AH	X
Councillor Munson	B/12/00889	31/10/2012	FUL	13	Minor Dwellings	Erection of a two-storey dwelling and associated parking.	106 High Street, Hadleigh, IPSWICH, IP7 5EL	X
Councillor Munson	B/11/00896	31/10/2012	FUL	13	Minor Dwellings	Rebuilding of existing gable; Erection of single storey rear extension to 109 High Street (following demolition of existing single storey rear extension). Erection of 4 no. dwellings to rear & improvement of existing vehicular access. As amended by agent's letter dated 6 October 2011 and amended site plans 4256/01A and 09A and agents letter dated 4 November 2011 and amended plans 4256/04D, 05B and 06A and submission of revised Heritage Statement dated April 2012. As amended by agent's letter dated 25 April 2012 and amended plans 4256/04E,05C, 06B and 08A. As amplified by agents letter dated 2 May 2012 and additional plan 4256/10, as amended by agent's letter dated 18th June 2012 and amended plans 4256/04F, 05D, and 06C and updated heritage statement submitted with agent's letter dated 9th July 2012.	109 High Street, Hadleigh, Ipswich, IP7 5AH	X
Councillor Osborne	B/12/01198	23/01/2013	OUT	7	Small Scale Dwellings	Outline - Erection of 100 residential units, with associated garages, car parking and access roads. Provision of 1.8 hectares of public open space, a neighbourhood equipped area for play (NEAP) and a locally equipped area for play (LEAP). Landscape proposals and provision of cycle and pedestrian links between Acton Lane and Waldingfield Road.	Harp Close Meadow (North), Waldingfield Road, Sudbury	✓
Councillor Ward	B/12/00176	16/05/2012	FHA	21	Householder developments	Erection of two-storey/first floor side extension, single-storey front extension and detached garage ( as amended by agent's email dated 17/04/12 regarding deletion of front and rear rooflights ( to the two-storey side extension).	7 White Horse Cottages, Main Road, Tattingstone, IPSWICH, IP9 2NT	X
Councillor Wigglesworth	B/12/01483	20/02/2013	FUL	13	Minor Dwellings	Erection of two-storey dwelling and single garage utilising existing vehicular access.	Glenalmond, Heath Road, Polstead, COLCHESTER, CO6 5BG	X
Member Referrals 2013/14	Case Ref	Comm Date	Appn Type	Stat Class	StatClass Description	Proposal	Location	Committee Items Under New Scheme of Delegation
Councillor Antill	B/13/00562	10/07/2013	FUL	18	Other minor development	Erection of portal frame building. Formation of secured compounds. Siting of 13 no. self-contained storage containers. Change of use of part of land at Waldingfield Aerodrome to Class B2 use.	Land at Chilton Airfield, Great Waldingfield	✓
Councillor Bamford	B/13/01494	05/02/2014	FUL	13	Minor Dwellings	Erection of 1 no. one and a half storey dwelling.	Former No 1 Gaston Street, East Bergholt	✓
Councillor Bavington	B/13/00428	24/07/2013	FUL	7	Small Scale Dwellings	Change of use of building from Care Home (Class C2) to 10 no. Residential Flats (Class C3).	The Firs Nursing Home, Kings Hill, Great Comard, SUDBURY, CO10 0EH	X
Councillor Beer	B/13/01277	05/02/2014	FHA	21	Householder developments	Erection of two-storey side extension and rear extension.	14 Sparrow Road, Great Comard, SUDBURY, CO10 0HF	X
Councillor Deacon	B/12/01123	26/06/2013	FUL	18	Other minor development	Construction of tiered terraces enclosed by railed walls to front of Public House. As amended by drawing nos. 4191/2E ad 4191/3D received on 19th June 2013 to show revised surface treatment and railing/wall details.	Butt and Oyster Inn, Pin Mill Road, Chelmondiston, IPSWICH, IP9 1JW	X
Councillor Deacon	B/13/01487	19/02/2014	FHA	21	Householder developments	Erection of single-storey rear extension with pitched roof (following demolition of existing side garage, and single-storey rear, flat roof elements).	Serenity, Estuary Crescent, Shotley, IPSWICH, IP9 1QA	X
Councillor Grandon	B/13/00721	04/09/2013	FUL	13	Minor Dwellings	Erection of two-storey dwelling and detached cartlodge (following demolition of existing single-storey dwelling and detached single garage), as amended by agent's letter dated 09th August 2013 and attached revised drawing nos. 255/07(A) and 255/10.	Westleigh, Frog Hall Lane, Hadleigh, IPSWICH, IP7 6AA	X
Councillor Grandon	B/13/01027	16/10/2013	FHA	21	Householder developments	Erection of two-storey side extension and single-storey rear extension. As amended by drawing 004A received 30 September 2013.	15 Dunton Grove, Hadleigh, IPSWICH, IP7 5HD	X
Councillor Hurren	B/12/00849	03/04/2013	FUL	12	Other Small Scale developments	Change of use of existing stables and land to dog kennels and ground for the purpose of training, breeding and grooming. Erection of additional kennel block and siting of residential log cabin to be occupied in association with the business, as amplified by submission of Environmental Noise Report with covering letter dated 16 August 2012.	Land Adj. Thatch End, Stone Street, Boxford	✓
Councillor Hurren	B/13/00633	13/11/2013	LBC	23	Listed Building consents (alter/extend)	Application for Listed Building Consent - Part demolition of existing single-storey side element; Demolition of existing single-storey rear infill addition; Blocking up of 1 no. ground-floor window in south elevation; Insertion of enlarged window in ground-floor south elevation; Insertion of window in lieu of existing door and side lights in ground-floor south elevation; Insertion of replacement first-floor window in east elevation; Insertion of 1 no. window and 1 no. door with side lights to ground-floor east elevation in lieu of existing glazed doors and window; Erection of two-storey side extension; Erection of porch to east elevation; Erection of replacement single-storey rear infill addition; and Internal alterations. Dismantling, re-siting and re-building of existing detached Barn.	Castlings Hall, Castlings Heath, Groton, SUDBURY, CO10 5ET	X

Member Referrals 2013/14	Case Ref	Comm Date	Appn Type	Stat Class	StatClass Description	Proposal	Location	Committee Items Under New Scheme of Delegation
Councillor Hurren	B/13/00632	13/11/2013	FHA	21	Householder developments	Erection of two-storey side extension, porch to east elevation and replacement single-storey rear infill extension. Erection of detached Barn building adjacent to existing Tennis Court (Existing Barn building on site to be dismantled and re-built in proposed location).	Castlings Hall, Castlings Heath, Groton, SUDBURY, CO10 5ET	X
Councillor Hurren	B/13/01448	05/02/2014	FUL	13	Minor Dwellings	Erection of 1 No. detached two-storey dwelling (following demolition of existing buildings). Alterations to existing vehicular access.	The Wrens, The Tye, Lindsey, IPSWICH, IP7 6PP	X
Councillor Jones	B/13/00796	04/09/2013	FUL	13	Minor Dwellings	Erection of 1 no. two-storey dwelling (following demolition of existing double garage).	6 Collinsons, Sproughton, IPSWICH, IP2 0DS	X
Councillor Jones	B/13/01519	19/03/2014	ROC	10	Small Scale Retail distrib. &servicing	Application under section 73 of the Town and Country Planning Act (1990) to vary conditions 8 and 9 attached to B/09/00728/FUL to: reduce the potential number of Friday events from '52 events' to '27 events' per calendar year (condition 8) and increase the number of weekend events from '25 events' to '50 events' per calendar year (condition 9). As amplified by documents received 28/02/2014 and 05/03/2014.	Wherstead Park, The Street, Wherstead, IPSWICH, IP9 2BJ	✓
Councillor Kemp	B/13/00211	29/05/2013	FUL	18	Other minor development	Erection of a flue to annex. Erection of storage units in association with the pub & domestic useage. Erection of 1.8m fencing.	Rose and Crown, Bridge Street, Long Melford, SUDBURY, CO10 9BQ	X
Councillor Kemp	B/13/00368	26/06/2013	FUL	18	Other minor development	Erection of a shooting lodge (retention of)	Chadacre Hall, Chadacre, Shimpling, BURY ST EDMUNDS, IP29 4DT	X
Councillor Norman	B/13/01511	19/03/2014	FHA	21	Householder developments	Conversion of existing garage into additional living accommodation and erection of detached new garage.	Topaz, Sudbury Road, Lavenham, SUDBURY, CO10 9SB	X
Councillor Nunn	B/13/00225	18/09/2013	AGD2	27	Notificationss	Notification under Part 6 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995 - Erection of steel grain store.	Rodbridge House Farm, Mills Lane, Rodbridge Corner, Long Melford, SUDB	X
Councillor Riley	B/12/01293	29/05/2013	FUL	18	Other minor development	Additional amenity light attached to existing column over pitch and pathway leading to it (retention of ), as amended by revised site location plan, block plan and ecological report received 21st March 2013.	Hadleigh High School, Highlands Road, Hadleigh, IPSWICH, IP7 5HU	✓
Councillor Riley	B/13/01133	13/11/2013	FUL	18	Other minor development	Erection of additional amenity light to existing lighting column to north-west corner of existing astro-turf pitch (Retention of).	Hadleigh High School, Highlands Road, Hadleigh, IPSWICH, IP7 5HU	✓
Councillor Thake	B/13/01252	05/02/2014	FUL	18	Other minor development	Installation of ATM machine in front elevation of A1 retail building currently under construction.	Glemsford Motor Services, Bells Lane, Glemsford, SUDBURY, CO10 7QA	X
Councillor Ward	B/13/01460	05/03/2014	FHA	21	Householder developments	Insertion of 1 No. first-floor window in south-east side elevation of existing dwelling (retention of).	2 Ash Ground Close, Brantham, MANNINGTREE, CO11 1TY	✓
Councillor Wigglesworth	B/13/00378	10/07/2013	FHA	21	Householder developments	Erection of part two-storey / part single-storey rear extensions (following demolition of existing single-storey rear element); Insertion of 1 no. third-storey window in existing north-east side elevation; Insertion of 1 no. third-storey window in existing south-west side elevation; and re-rendering of exterior of existing building.	Deaves Farm, Potts Lane, Layham, IPSWICH, IP7 5PB	X
Councillor Wigglesworth	B/13/00379	10/07/2013	LBC	23	Listed Building consents (alter/extend)	Application for Listed Building Consent - Demolition of existing single-storey rear element; Erection of part two-storey / part single-storey rear extensions; Insertion of 1 no. third-storey window in existing north-east side elevation; Insertion of 1 no. third-storey window in existing south-west side elevation; Insertion of 1 no. rooflight in existing rear roofslope; Removal of existing external cement render and replacement with external lime plaster; Replacement of existing external weatherboarding; and Internal Alterations.	Deaves Farm, Potts Lane, Layham, IPSWICH, IP7 5PB	X
Councillors Ward / Wood	B/12/01279	12/06/2013	FUL	6	Other Large Scale developments	Change of use of agricultural land to 38.43ha solar park generating up to 10MW of electricity (42,840 solar panels) and associated works comprising the installation of transformer housings, a control room, security fencing, CCTV cameras and internal roads as amended by drawings and details received 2nd May 2013 and further amended by details received 11th June 2013.	Land south of Valley Farm, Cox Hall Road, Tattingstone	✓
Councillors Ward / Wood	B/13/00398	18/09/2013	FUL	13	Minor Dwellings	Erection of 2 No. two-storey dwelling houses. (Following demolition of existing bungalow and outbuildings).	Homeleigh, The Heath, Tattingstone, IPSWICH, IP9 2LX	X

**Table G Mid Suffolk District Council - Member Referrals**

Member Referrals 2012/13	Case Ref (Totals)	Comm Date	Appn Type	Stat Class	StatClass Description	Proposal	Location	Committee Items Under New Scheme of Delegation
Charles Tilbury	1714/12	29/08/2012	FUL	20	Change of Use	Change of use of existing outbuildings to B1/B2 use.	Willow Hall, Norwich Road, Thwaite	✓
Derek Osborne	1236/12	21/11/2012	FUL	13	Minor Dwellings	Erection of four bedroomed dwelling.	Meadowcroft, Maypole Meadow, Rickinghall Superior	✓
Derek Osborne	1855/12	13/03/2013	FUL	13	Minor Dwellings	Erection of a two-storey, 3-bedroom detached dwelling and construction of driveway	Land adjoining, The Street Farmhouse, The Street, Redgrave	X
Derrick Haley	0765/12	18/07/2012	FUL	21	Householder developments	Demolition of existing conservatory, linking corridor between dwelling and garage, car port and part of garden. Construction of 3no extensions: 1 no single-storey to west elevation, 1 no two-storey chalet style to north elevation, 1 no two-storey chalet style to east elevation. Construction of single garage attached and to west side of dwelling. Construction of open porch to new front entrance to east elevation.	9 Maltings Garth, Thurston	X
Elizabeth Gibson-Harries	0386/12	20/06/2012	FUL	18	Other minor development	Installation of 2no. 5KW wind turbines (14.97m to hub, 5.5m diameter blades)	Town Farm, Earsham Street, Wingfield	X
Kathie Guthrie	0640/12	13/06/2012	FUL	13	Minor Dwellings	Erection of 4 no. 2 storey detached dwellings ( 2 x 4 bed and 2 x 3 bed) following demolition of commercial buildings and construction of new vehicular access.	51 Chancery Lane, Debenham	X
Kathie Guthrie	0808/12	21/11/2012	FUL	13	Minor Dwellings	Conversion of agricultural barn to 4no. bedroom dwelling. Erection of detached cartlodge and garden store.	Top Barn, Aspall Road, Debenham	✓
Patricia Godden	0923/12	20/06/2012	FUL	21	Householder developments	Retention of existing green house and potting area. Retention of existing dog kennel and run. Retention of and extension to existing wood and machinery store. Erection of brick wall to south of house. Erection of oak post and hazel panel screen to southern boundary.	Holy Oak Farm, Church Road, Combs	X
Patricia Godden	2118/12	12/12/2012	FUL	21	Householder developments	Erection of front extension and addition of first floor to existing bungalow.	Jalahalli, Bildeston Road, Little Finborough	X
Ray Melvin	2407/12	24/10/2012	OUT	13	Minor Dwellings	Erection of one and a half-storey detached dwelling and construction of vehicular access (resubmission of 1795/12).	The Willows, Old Stowmarket Road, Woolpit	X
Sarah Mansel	1825/12	12/12/2012	FUL	21	Householder developments	Erection of single-storey extension to rear (following demolition of existing conservatory).	Ticehurst Farm, Beyton Road, Tostock	✓
Sarah Mansel	1835/12	12/12/2012	LBC	23	Listed Building consents (alter/extend)	Erection of single-storey extension to rear (following demolition of existing conservatory).	Ticehurst Farm, Beyton Road, Tostock	✓

Member Referrals 2013/14	Case Ref	Comm Date	Appn Type	Stat Class	StatClass Description	Proposal	Location	Committee Items Under New Scheme of Delegation
Caroline Byles	0480/13	31/07/2013	FUL	21	Householder developments	Erection of single storey front and side extension.	1 Mill Street, Stowupland	<b>X</b>
David Burn	1574/13	06/11/2013	FUL	18	Other minor development	Retention of wind turbine 24.8metres to tip (18.3 metres to hub) in current position (Turbine previously granted under Planning Permission ref 2777/10).	Palgrave Community Centre, Upper Rose Lane, Palgrave	✓
Derek Osborne	1688/13	12/03/2014	FUL	13	Minor Dwellings	Erection of new dwelling to be used in conjunction with equestrian centre	Land at south west side of Walsham Road, Wattisfield	<b>X</b>
Elizabeth Gibson-Harries	3171/13	15/01/2014	FUL	13	Minor Dwellings	Erection of one and a half storey detached cottage with attached single garage, new vehicular access and all ancillary works.	Old Eight Bells, The Street, Horham	✓
Patricia Godden	2706/13	15/01/2014	FUL	21	Householder developments	Variation of condition 3 of planning permission 1068/12 (Works to No. 1 Prospect Place. Erection of single-storey extension to rear following demolition of existing single-storey extension and outbuilding. Creation of rear dormer window and insertion of roof light to front elevation. Re-roof property. Creation of 2 no. parking spaces to the rear of nos 2 & 3 Prospect Place).	1 Prospect Place, Park Road, Combs	✓
Patricia Godden	2725/13	12/02/2014	FUL	18	Other minor development	Use of land for stationing nine static residential caravans and construction of access roadway, parking spaces, foul drainage system and other ancillary works.	The Paddocks, Wixfield Park, Great Bricett	<b>X</b>
Ray Melvin	1884/13	11/12/2013	FUL	13	Minor Dwellings	Proposed 3no. dwellings and 1no. new access (following demolition of store building)	Land adjacent to Brookfields, Heath Road, Woolpit	<b>X</b>
Roy Barker	1618/13	31/07/2013	FUL	13	Minor Dwellings	Erection of one and a half storey two bedroom dwelling with parking and access	The Pightle, Elmswell Road, Great Ashfield	<b>X</b>
Sarah Mansel	1706/13	12/03/2014	FUL	21	Householder developments	Construction of new domestic vehicular access (to serve existing dwelling) onto Church Road, Elmswell.	Clonmara (Formerly Hill Court) Church Street, Elmswell	<b>X</b>
Stephen Wright	1869/13	20/11/2013	FUL	20	Change of Use	Change of use of agricultural land to keeping of horses. Change of use of agricultural land to residential garden. Erection of garage and store. Erection of two storey side extension.	3 Castle Farm Cottage, Castle Road, Offton	<b>X</b>