



Report to Planning Committee 13 March 2025

Director Lead: Matt Lamb, Planning & Growth

Lead Officers: Oliver Scott, Business Manager – Planning Development, x5847 and Bryony Norman, Principal Legal Officer – Commercial

<b>Report Summary</b>	
<b>Report Title</b>	Review and update of the Protocol for Planning Committee and Planning Scheme of Delegation
<b>Purpose of Report</b>	The report provides:  (a) Suggested amendments to the Protocol for Planning Committee and Planning Scheme of Delegation.
<b>Recommendations</b>	It is recommended that:  1) Committee approves the amendments to the Protocol for Planning Committee and Scheme of Delegation; and 2) Confers delegated authority to officers to format, update and publish the amended Protocol for Planning Committee and Planning Scheme of Delegation.

## **Background**

- 1.1 The Planning Committee have adopted the Protocol for Planning Committee (the “Protocol”) and the Planning Scheme of Delegation (the “Scheme”) which require review on an annual basis. The last full review was undertaken in 2024-2025 and changes adopted on 08 April 2025. A review of the public speaking provisions within the Protocol was undertaken and changes (including minor changes to the Scheme) were adopted on 08 January 2025.
- 1.2 A Planning Committee Member workshop was held on the 04 February 2025 to review and discuss the Protocol and Scheme. It was broadly agreed that the arrangements were working well, but some clarity was sought around the referral provisions within the Protocol. Key observations included:
  - 1.2.1 That there should be some flexibility around referrals and the ability to withdraw a referral where appropriate if concerns raised by a Ward Member have been addressed through the consideration of the application.

1.2.2 Additional discretion for later referrals or the reasons for the referral often due to the lack of consultation responses received.

- 1.3 As a result of the workshop, officers have suggested potential amendments to the Protocol and Scheme of Delegation to ensure clarity and fairness.
- 1.4 Overall, the suggested amendments respond to the outcomes of the workshop and provide clarifications on the referral of applications to the Planning Committee.
- 1.5 The suggested amended Scheme of Delegation and Planning Protocol are attached as Appendices to this report.

## **2.0 Implications**

- 2.1 In writing this report and in putting forward recommendation's officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

### **Background Papers and Published Documents**

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972. Any documents that contain confidential information or personal information about individuals should not be included in this list.

### **Appendices**

Draft amended Scheme of Delegation – Appendix 1

Draft amended Protocol for Planning Committee – Appendix 2

- The Local Government Association 'Probity in planning: Advice for councillors and officers making planning decisions'
- Adopted Planning Committee Scheme of Delegation to Officers
- Adopted Statement of Community Involvement
- Adopted Protocol for Members in Dealing with Planning Matters – Updated April 2024