

**ARUN DISTRICT COUNCIL
REPORT TO PLANNING COMMITTEE
ON 2 FEBRUARY AND
CONSTITUTION WORKING PARTY ON 7 FEBRUARY 2022**

SUBJECT: Site Visits Protocol for Planning Applications

REPORT AUTHOR: Solomon Agutu – Interim Head of Law and Governance & Monitoring Officer

DATE: 31 January 2022

EXTN: 37432

COMMITTEE: Planning Committee and Constitution Working Party

EXECUTIVE SUMMARY:

The Planning Committee is being invited to comment on this report in advance of it being considered by the Constitution Working Party on 7 February 2022. The Working Party is being asked to agree an amendment to the existing protocol for Planning Committee Site Visits at Part 8, Section 3 – Planning Protocol – Paragraph 13.0 to 13.8 of the Constitution and will, if accepted, make recommendations to Full Council on 9 March 2022, for an updated Site Visit Protocol to be inserted into the Constitution.

This report is being considered as urgent to allow the Constitution to be updated and approved by Full Council on 9 March 2022 and as the Council returns to operating pre-pandemic meeting arrangements.

RECOMMENDATIONS:

That the Planning Committee

1. Notes the proposed changes to the Site Visit Protocol and provides any comments for the Working Party to take into account at its meeting on 7 February 2022.

RECOMMENDATIONS:

That the Constitution Working Party

1. Subject to any comments being received from the Planning Committee, that the Constitution Working Party agrees to the amendments in Appendix 2 and makes recommendations to Full Council on 9 March 2022.

Background

(1) The Constitution Working Party is being asked to adopt the attached (Appendix 2) as a site visit protocol. Officers and Members believe that a discussion on and the updating of the Protocol will help resolve any Site Visit issues experienced in the past.

(2) Planning Committee is being asked to provide comments to CWP in order to help CWP understand the reason for the proposed amendment.

(3) Part 8 Section 3 and Paragraph 13 of the Constitution already contains a Site Visit Protocol (Appendix 1) which will be updated to provide clarity to the process.

2. PROPOSAL(S):

The proposal is that Committee and CWP agree the proposed amendment.

3. OPTIONS:

1. Agree the proposed amendment
2. Agree the proposed changes with suggested amendments
3. Not agree the proposed amendment

4. CONSULTATION:

This is a double headed report where Planning Committee is being consulted before consideration by CWP.

Has consultation been undertaken with?	YES	NO
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify) - Officers		
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		X
Legal		X
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability		X
Asset Management/Property/Land		X
Technology		X
Other (please explain)		X

6. IMPLICATIONS:

To ensure the smooth running of any future Planning Committee Site Visits.

7. REASON FOR THE DECISION:

To ensure the smooth running of any future Planning Committee Site Visits.

8. BACKGROUND PAPERS:

The relevant section of the Constitution – Part 8, Section 3 – Planning Protocol – Paragraph 13.0 to 13.8 [The Constitution](#)

APPENDIX 1

Existing Site visit protocol within Part 8 Section 3 of the Constitution

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APPENDIX 2

Proposed Site Visit protocol