

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Meeting of Development Control Chairmen and Vice Chairmen **Date:** 25 February 2013

Place: Committee Room 1, Civic Offices, High Street, Epping **Time:** 5.00 - 5.50 pm

Members Present: B Sandler (Chairman), A Boyce, R Bassett, Mrs S Jones, Mrs P Smith and D Stallan

Other Councillors:

Apologies: J Hart, Ms Y Knight and Ms S Watson

Officers Present: S G Hill (Senior Democratic Services Officer), N Richardson (Assistant Director (Development Control)) and J Shingler (Principal Planning Officer)

1. ELECTION OF CHAIRMAN FOR THE MEETING

Noted that Councillor Sandler was the permanent Chairman of the meeting.

2. PLANNING SITE VISITS

The group considered a request for a review of procedures at planning site visits which had been referred to this meeting by the Overview and Scrutiny Committee.

After discussion about the issues at recent visits, it was felt that further guidance should be drafted for both members and public attending such visits to avoid the perception of pre-determination and to ensure that there is a consistent approach during each visit.

It was agreed that further guidance should be drafted split into two documents, one aimed at members and the second at other interested parties. It was proposed that these documents form supplementary guidance to the Council's Planning Protocol.

It was agreed that an item be placed on each planning committee to reiterate the process for future visits. It will also be sent to members, applicants and objectors (if known) when a site visit is organised and that the Assistant Director of Planning and Economic Development meet with officers to ensure a consistent approach.

Agreed:

(1) That officers prepare guidance on undertaking planning site visits for inclusion as supplementary information in the Council's Planning Protocol for consideration by both the District Development Control and Standards Committees;

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(2) That the Planning Subcommittees be asked to note this guidance in undertaking future site visits and an item placed on their forthcoming agenda on the matter;

(3) That this guidance be published on the Council's website, sent to members, applicants and objector (if known) when a site visit is organised

3. ANY OTHER BUSINESS

(a) Positive and Proactive Planning Statements

Councillor Smith asked if Officers could circulate some example paragraphs for use at future meetings. This was agreed.

CHAIRMAN