

# What is the Development Control Committee?



Not all planning applications are determined by the Development Control Committee. The majority are dealt with at officer level under delegated powers.

Development Control Committees are generally held once a month. They usually take place on a Wednesday and begin at 2.30pm. Future dates are available on the Council's website [www.arun.gov.uk](http://www.arun.gov.uk)

To assist the committee with the decision making process, planning officers prepare reports on the application to be determined. These reports refer to the planning issues and merits of the proposal and include the officer's recommendation.

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### **Which applications are taken to the committee?**

The following applications will be referred to committee :

- Any Major or Minor application for planning permission which prior to its determination is subject to a written representation from a Parish Council, Town Council or formal Parish Meeting which has been received within the consultation period and which is in conflict with the recommendation of Officers
- Any application submitted by, or on behalf of the Council
- Any Major or Minor application as defined by the Department of Communities and Local Government which would create a new access or egress via the A27, A29, A284 and A259 roads.

The full scheme of delegation can be found in the Council Constitution.

### **Planning Briefing Panel and Pre Committee site visits**

The panel of members meets once a month. It is open to all members of the Council including local members regardless of whether they are members of the Planning Committee.

The object of the Planning Briefing Panel is to enable particular planning applications (usually significant or controversial ones) to be discussed with officers in an informal context, thus increasing members understanding of the issues. The panel is not a decision making body. It can request that applications are subject to a site visit by the Site Inspection Panel, which is a group of members who undertake visits prior to the Development Control Committee at which the particular application is to be considered.

The pre-application Site Inspection Panel is not a decision making body, its function being to enhance the Members appreciation of the circumstances of the application.

### **Post Committee site visit**

Occasionally at Development Control Committee members will defer applications to allow the site inspection panel to visit the site prior to a decision being reached. When the application is returned to Committee the views of the Panel can assist the decision making

process. In these circumstances, the collective view of the post Committee Site Inspection Panel is reported to the meeting as a recommendation.

Parish and Town Councils can be represented at Site Inspection Panel meetings so as to ensure local views are considered, however, they cannot be part of the voting process.

### **Public speaking**

The Committee welcomes Individual public speakers, who are allowed 3 minutes to speak on applications being considered. Any person who has made a written representation on an application and wishes to speak on the application must register by phone their intention no later than 17:00 on the day before the Committee (01903 737512).

Please note that the name of anyone who registers to speak will be in the public domain.

### **Who can speak?**

There are restrictions on numbers of people who can speak on an individual application:

- 2 people speak in support
- 2 people speak in opposition
- A representative from the Town or Parish Council
- A Ward Member

The speaker will be called when it is their turn and the Chairman of

the Committee will invite them to address Members with a reminder that they have three minutes. The timer will be in front of the speaker to allow them to view the amount of time left.

### **Late representations**

Representations received after the close of the agenda will be recorded and any new material planning issues will be reported to Members in an update report prior to Committee.

The Council request that no representations are submitted within a 48 hour period prior to the Committee. This potentially leaves insufficient time for assessment and inclusion within the update report. In situations where this occurs the presenting officer will verbally acknowledge receipt and will only read out any new material planning considerations that haven't previously been reported elsewhere.

### **What happens at Committee?**

Development Control Committee starts at 2.30 p.m. and is generally held within the Council Chamber. Although this room has a very formal layout, do not be put off by this factor. It is a large room with a raised platform at the end of the room facing the entrance, on this area the Chairman, Vice Chairman and the lead planner. To the left and right of the raised platform are all the remaining Councillors (Members)

from all parties. To the left of the Members is the Committee Clerk, and the desk for the Public Speaker.

Agendas are available within the entrance of the room for customers, which may also include 'report updates'. These updates contain a summary of late information received as previously outlined.

The Chairman will advise the public of the proceedings and each of the applications will be introduced by one of the Planning Officers.

Once introduced, the Chairman will invite the speakers who have registered to speak to come forward, next to the Committee Clerk to speak. The Committee Clerk has a timer and will advise the speaker when their time is up.

Speakers can also include Parish/Town Councils and /or Ward Members.

The Planning Officer has the right to respond to points raised and Members can ask questions of the Planning Officer.

Once the debate is concluded, the Chairman will ask the Members to vote for or against the Officers recommendation, with the majority vote being the final outcome.

On occasions, Members feel they would like to undertake a site visit in order to assess an application. A motion is put forward for this

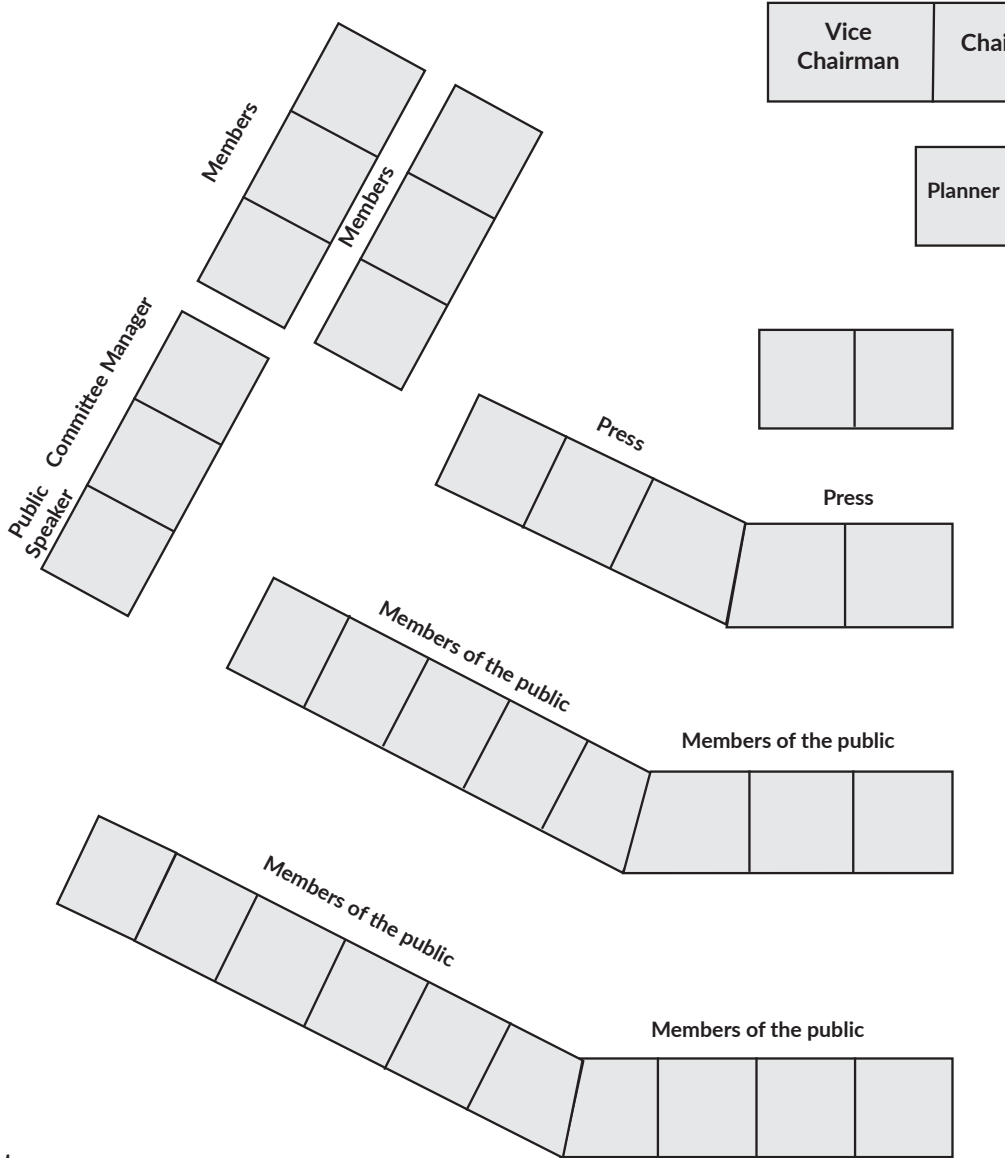
by a Member and if the remaining Members vote to agree to this, the application is then deferred to allow this site visit to take place.

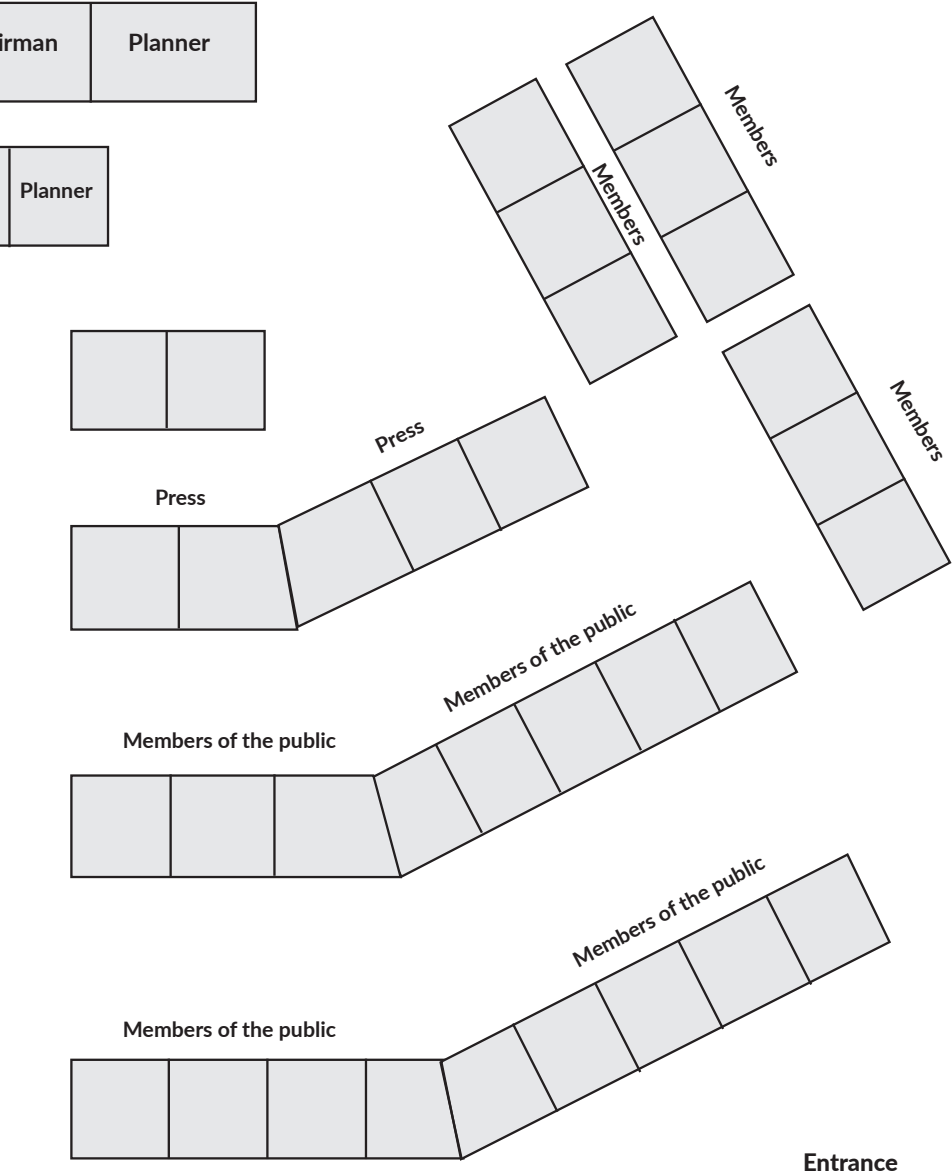
Following the site visit, the application is then brought back to the next available DC Committee for further debate and vote. (Often the Public cannot speak again on these deferred applications).

### **Urgent decisions**

The Council reserves the right to take planning applications within the consultation period outstanding before the committee for urgent decisions. Such occasions will be rare and if Members vote to approve the application the decision will be delegated to the Chairman in consultation with the Group Head of Planning. The decision will not be released until the consultation period has expired. If any consultation responses are received during this period and depending upon their content either the decision notice will be released or the application reported to the Development Control Committee.

Council Chamber seating plan







Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

Tel: 01903 737756  
Email: [planning@arun.gov.uk](mailto:planning@arun.gov.uk)  
**[www.arun.gov.uk/planning](http://www.arun.gov.uk/planning)**