

PLANNING WEEKLY LIST ARRANGEMENTS

1 SUMMARY

- 1.1 This report explains the changes that have been made to the notification arrangements for applications referred by Members from the Weekly List in the week of a Planning Services Committee.

2 BACKGROUND

- 2.1 This issue was last considered by the Committee on 12th December 2002, when it was resolved that lines of communication would be introduced to ensure that Members received the earliest possible notification of any items referred from the Weekly List for consideration at a Planning Services Committee in the same week.
- 2.2 The arrangements put in place depend, to an extent, on the timing of the referral. If an application is referred before the Monday delivery to Members, then the details can be included in that despatch.
- 2.3 If an application is referred after the deadline for the Monday despatch, then Members are immediately informed of the referral in one of two ways: by e-mail or by telephone. All Members with active e-mail accounts are sent details of the referred item(s); the remaining Members are called by telephone.

3 DISCUSSION

- 3.1 The arrangements outlined operated for the Planning Services Committee on the 20th February, when items were either notified through the Monday drop or by email/telephone thereafter.
- 3.2 The information included in the Weekly List report forms the basis for the considerations of any application at the Planning Services Committee. Therefore, even with a last minute referral before the Weekly List deadline of 1.00 p.m. on Tuesdays, Members will be notified more than 2 full days in advance of the Committee that an item has been referred for decision.
- 3.3 This arrangement appears to work well and ensures that Members do have sufficient time to further consider referred Weekly List items before debate at the Committee meeting.

4 RECOMMENDATION

4.1 It is proposed that the Committee RESOLVES

To endorse the arrangements put in place by the Head of Planning Services for notifying Members about referred Weekly List items in the week of the Planning Services Committee. (HPS).

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Background Papers:

None

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