

LICHFIELD CITY COUNCIL

Minutes of a Meeting of the Planning Committee held in The Moulton Room, Guildhall, Lichfield,
at 6.30pm on Thursday, 31 August 2017

PRESENT: Councillor D Smedley (in the Chair) and Councillors Mrs J Allsopp, Mrs N Bacon, B Bacon, Mrs G Boyle, J Brooks, B Cocksey, D Dundas, J Eagland, C Greatorex, Mrs J Greaves, P Hitchman, Mrs S James, Miss J Marks, D Smedley, A Smith, C Spruce, Mrs L Warfield, M Warfield and R Yardley

APOLOGIES: Councillors, Mrs D Baker, D Leytham, T Matthews, J McGrath and P Ray,

26 CHAIRMAN

Councillor A Thompson was unable to Chair the meeting due to traffic delays. In his absence and as previously agreed with Councillors A Thompson, D Smedley and Deputy Chairman Councillor R Yardley, Councillor D Smedley took the Chair. Councillor A Thompson arrived immediately at the closure of the formal part of the meeting. At this point Councillor D Smedley relinquished the Chair to Councillor A Thompson who occupied the Chair during the informal discussion that followed.

27 PLANNING COMMITTEE PROCEDURES

Councillors considered the proposals on the agenda and it was:

RESOLVED:

1. *That applications will be listed in Ward order*
2. *When the Chairman or a Member asked by the Chairman is speaking all other members shall be silent, and that the Member speaking shall stand*
3. *No application shall be added to the supplementary list until the Chairman/Vice Chairman has seen it; the Chairman and Vice Chairman to be available to view such applications prior to the meeting where practical and if advised by Officers*
4. *That the Deputy Town Clerk clarify the deadline period for comments on Planning Applications to be returned to the District Council*
5. *Officers to email those applications selected by the Chairman/Vice Chairman for whole Committee viewing to all Members where practical*
6. *The Chairman/Vice Chairman shall select in advance the applications for consideration by the whole committee and that such applications will be dealt with prior to the consideration of other applications*
7. *That Ward Councillors may provide background information regarding a planning application in their Ward to the Chairman prior to the pre-planning meeting if the Member feels the information is pertinent to the application or its consideration for whole Committee viewing*
8. *All members of a 'ward' shall consider applications together.*
9. *Any application recommended by 'ward' for refusal shall be passed to the Chairman for whole committee consideration.*
10. *Ward reporting will group together the properties with no objections into one response rather than listing each application by reference number. Any properties where an objection is proposed will be reported thereafter.*

THERE BEING NO FURTHER FORMAL BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.55 PM

CHAIRMAN

INFORMAL POST MEETING DISCUSSION

At the invitation of the Chairman, Members remained following the closure of the meeting for an informal discussion regarding any processes and procedures that Members felt had not been adequately covered by the Chairman's agenda and subsequent discussion. Following these discussions it was agreed that;

- The Chairman is to formally request that any applications being considered by members prior to the formal opening of the meeting be put to one side in readiness for the meeting to begin
- Reporting of recommendations to begin in sequence only when all Wards have finished deliberations and have indicated a readiness to report
- All files (except where refusal is recommended) to be retained by wards until reporting has been completed
- The Deputy Town Clerk to consider options for seating and furniture layout to best facilitate viewing and discussion of applications within each Ward and report on this matter to the Chairman
- Apologies to be emailed to the City Council offices in a timely manner, and Officers to advise the Chairman as soon as possible if it becomes apparent that no Members of a particular Ward will be present at the scheduled meeting.