



Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR
Tel: 01768 899773 Email: deputytownclerk@penrithtowncouncil.co.uk

DATE: 7 January 2019

Dear Councillor

You are hereby summoned to attend a meeting of the:

PLANNING COMMITTEE

to be held on:

Monday 14 January 2019 2.00 pm - 3.00 pm the Boardroom, Penrith
Town Council Offices, Unit 1, Church House, 19-24 Friargate, Penrith

Mrs V. Tunnadine

TOWN CLERK

*(Please Note: Under the Openness of Local Government Bodies
Regulations 2014 this meeting has been advertised as a public meeting
and as such could be filmed or recorded by broadcasters, the media or
members of the public)*

When it is proposed to consider the following business:-

AGENDA FOR THE PLANNING COMMITTEE

Monday 14 January 2019

2.00 PM – 2.50 PM

**the Boardroom, Penrith Town Council Offices, Unit 1, Church House,
19-24 Friargate, Penrith**

1. Apologies for Absence

To receive apologies from members.

2. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Planning Committee held on 3 December 2018 as a true record.

3. Declaration of Interests and Dispensations

To receive any declarations of interest by elected or co-opted Members of any disclosable pecuniary or other registrable interests relating to any items on the agenda for this meeting and to decide requests for dispensations. Members are reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered

Note: *If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk in advance of the meeting*

4. Public Participation

Members of the public who have requested in writing to speak prior to the meeting, are invited to speak on matters related to the agenda for up to three minutes.

5. Public Bodies (Admission to Meetings) Act 1960 – Excluded Item

To consider whether any agenda items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

6. Proposed Changes to EDC Planning Committee Procedures

To note the proposed changes to EDC Planning Committee procedures as recommended by their Planning Committee on 13 December 2018.

7. Planning Applications

a) Delegated Responses – To Note

Planning application number: 18/0896
Site address: ALMA COTTAGE BEACON EDGE PENRITH CA11 7PE
Description: T1 Mountain Ash (Rowan): Fell tree which appears to be dying; T2 Birch: Fell tree leaning towards neighbours house; Penrith New Streets Conservation Area.

Response: No objection, Work to be carried out after bird breeding season as per advice provided by DEFRA `Under Section 1 of the Wildlife and Countryside Act 1981 (as amended), wild birds are protected from being killed, injured or captured, while their nests and eggs are protected from being damaged, destroyed or taken. In terms of tree felling the main mitigation route to reduce the likelihood of harm to breeding birds is to undertake clearance or destruction of any vegetation or structure which may be used as a breeding site outside the bird breeding season when breeding birds are unlikely to be present (based upon habitat features) or where survey work has confirmed their absence. The bird breeding season will be dependent upon weather conditions and will vary from year to year, but in general is the period between early March and late August.

Planning application number: 18/0898
Site address: 73 PENNY HILL PARK PENRITH CA11 9JW
Description: Erection of two storey side extension and front porch.

Response: No Objection

Planning application number: 18/0937
Site address: BRUNDHOLME FRIARS TERRACE PENRITH CUMBRIA CA11 8DD
Description: Front single storey extension and alterations to existing garage

Response: No Objection

Planning Application Number: 18/0935
Site Address: UNIT 2A HAWESWATER ROAD PENRITH CA11 9EH
Description: Change of use from business offices/distribution and storage (B1/B8) to Kickboxing Studio (D2).

Response: No Objection

Planning application number: 18/0956
Site address: 62 WORDSWORTH STREET PENRITH CA11 7QY
Description: Erection of single storey rear extension.

Response: No Objection

Planning application number: 18/0952
Site address: LAND AT MANNELLI HOUSE GILWILLY INDUSTRIAL ESTATE PENRITH CA11 9BN
Description: Gas powered standby electricity generation facility and associated infrastructure.

Response: No Objection

Planning Application Number: 18/0967
Site Address: 14 CARLETON ROAD PENRITH CA11 8JN
Description: Variation of Condition 3 (Visibility Splays) attached to approval 16/1027.

Response: No Objection subject to Highways approval

Planning application number: 18/0988
Site address: BRUNSWICK SQUARE GARDENS PENRITH CA11 7LL
Description: Reinstatement of traditional metal railings to perimeter of Brunswick Square.

Proposed Response: Support the application as it will enhance the area

Planning Application Number: 18/0989
Site Address: 1 SAND CROFT PENRITH CA11 8BB
Description: Alterations and extension.

Proposed Response: No Objection

b) Planning Applications for Consideration

To consider the following applications for which information can be found on the Eden District Council Website <http://eforms.eden.gov.uk/fastweb/search.asp> by inserting the appropriate planning reference number.

Planning application number: 18/0999
Site address: GREENGILL FARM GREENGILL PENRITH CA11 8SE
Description: Proposed three bay portal building to house water bottling plant and erection of office building and craft distillery with associated access, hardstanding and parking.

Planning application number: 18/0970
Site address: THE DEPOT OLD LONDON ROAD PENRITH
Description: Seven Industrial units with associated grounds and new access onto Old London Road.

Planning Application Number: 18/1021
Site Address: 62 CROFT AVENUE PENRITH CA11 7RL
Description: Single storey rear extension (re-submission of approval 17/0986).

Planning application number: 18/1003
Site address: DERWENT HOUSE DERWENT CLOSE PENRITH CA11 9GP
Description: Proposed 3 houses.

Planning application number: 18/1013
Site address: CHURCH MEWS DUKE STREET PENRITH CA11 7NB
Description: Listed Building Consent for dismantling and rebuilding chimney.

Planning Application Number: 18/0996
Site Address: 5 TWO LIONS SQUARE PENRITH CA11 7FX
Description: Proposed installation of two acoustic housings and extract ducting.

Planning application number: 18/1007
Site address: 2 MACADAM WAY PENRITH CA11 9HG
Description: Erection of two storey detached dwelling, with single storey attached garage and associated parking.

Planning application number: 18/1008
Site address: FORMER CARE HOME BEACON EDGE PENRITH CA11 8BN
Description: Erection of 4 detached dwellings and a building containing 2 three storey dwellings and 2 apartments with associated access and car parking.

Details for the following planning application can be found at <https://planning.cumbria.gov.uk/Planning/Display/3/18/9007>

CCC Planning Application

Application Number 3/18/9007

Location Bowscar Quarry, Bowscar Road, Bowscar, Penrith, CA11 8RY

Proposal Erection of an extension to the existing building, a stand-alone building and a filter press plant and installation of roof-mounted solar photovoltaic panels.

8. Neighbourhood Plan

Exclusion of the Press and Public

To consider whether agenda item 8 Neighbourhood Plan should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

To disclose discussions is considered exempt under Section 100A(4) of the Local Government Act 1972, members of the public (including the press) should be excluded from the meeting during discussion of the item of business on the grounds that it will involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 to Schedule 12A of the Act, information relating to the financial or business affairs of any particular person (including the authority holding that information).

To:

- note the project plan for the progression of the Neighbourhood Plan
- note and approve the engagement and consultation campaign (to follow)
- consider and approve the summary document to be sent to all residents (to follow)

9. Next Meeting

To note that the next Planning Committee Meeting will be held 4 February 2019 2.00pm – 2.50pm, in the Boardroom, Penrith Town Council Offices, Church House, 19-24 Friargate, Penrith

For the attention of the Planning Committee

Councillor S Jackson	Chairman
Councillor P Baker	Vice-Chairman
Councillor G Bowen	
Councillor R Kenyon	

Councillor R Burgin – Standing Deputy

For information to all other Councillors

Councillor J Briggs
Councillor M Clark
Councillor P Donald
Councillor D Lawson
Councillor M Thorley
Councillor D Whipp



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Minutes of the meeting of the:

PLANNING COMMITTEE

Held on: Monday 3 December 2018, Unit 1, Church House, 19-24 Friargate, Penrith.

PRESENT:

Cllr Jackson - Chairman
Cllr Baker – Vice Chairman
Cllr Bowen

Deputy Town Clerk

MINUTES FOR THE PLANNING COMMITTEE

3 December 2018

2.00PM – 3.30 PM Unit 1, Church House, 19-24 Friargate, Penrith

PL/18/52 Apologies for Absence

Apologies for absence were received from Councillor R Kenyon for this meeting.

PL/18/53 Minutes of Previous Meeting

Members **RESOLVED** that the minutes of the meeting of the Planning Committee held on 5 November 2018 be signed by the Chairman as a true and accurate record with a revision to minute number PL/18/50 which should read Regulation 14 Pre-Submission Consultation.

PL/18/54 Declarations of Interest and Dispensations

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

There were no declarations of interest made at the meeting.

PL/18/55 Public Participation

No members of the public had requested in writing to speak at this meeting.

PL/18/56 Public Bodies (Admissions to Meetings) Act 1960 – Excluded Items

RESOLVED that agenda item 13 be considered without the presence of the press and public, pursuant to the Public Bodies (Admissions to Meetings) Act 1960 Section 2

PL/18/57 Highways Issues

The Deputy Town Clerk updated Members on several highways issues that the Town Council had raised with Cumbria County Council.

- In March 2017, the Town Council requested consideration of the installation of a zebra crossing between Angel Square and Bowling Green Lane. Assessment of the site has not yet been undertaken and will be carried out after Christmas to see whether it meets the criteria for a crossing.
- In December 2017, the Town Council raised the issue of the pedestrian crossing on Friargate outside Merlin Court, which residents considered to be dangerous. The County Council had assessed the crossing and the lights had been upgraded. No other action was to be taken as visibility was considered adequate and there were no reported accidents.
- Following concerns that we raised about the parking outside the Old Laundry on Friargate, the County Council undertook consultation on reconfiguration of the area which should be undertaken in March. A light column is likely to be moved as part of the reconfiguration.

- In September, following an email from members of the public, the Town Council requested the County Council to consider the installation of a controlled crossing on Stricklandgate near to Portland Place. The County Council have assessed possible points but have stated that there are no plans to take this forward at the current time.
- The County Council are aware of problems with parking in front of the Two Lions and are taking the necessary action.
- The Parking and Movement Study for Penrith has been delayed, the County Council will advise when it starts and will involve the Town Council.
- Residents on Castle Hill Road are unhappy with the double yellow lines which they say are too extensive allowing them nowhere to park. **RESOLVED** that the Chairman write to Cumbria County Council reiterating the Town Council's view that a residents parking scheme would have been better in this location.

PL/18/58 Cumbria Joint Health and Wellbeing Strategy 2019-2029

The Committee considered the Cumbria Joint Health and Wellbeing Strategy 2019-2029. Members expressed the view that consultation on what action was going to be taken rather than the key themes would have been more beneficial.

RESOLVED that a response be sent back to the County Council stating how the Neighbourhood Plan supported some of the priorities in the strategy.

PL/18/59 Council Plan Monitoring

The Committee reviewed the updated Work Plan and the reasons for any underperformance.

RESOLVED that the Work Plan and any reasons for underperformance be noted.

PL/18/60 2019-2020 Draft Budget

The Committee considered the report of the Responsible Financial Officer which set out the draft budget for the Planning Committee for 2019-2020. It was reported that the Regulation 14 Pre-submission Consultation should be undertaken prior the end of the financial year however, in the event of a delay into the 2019-2020 financial year the budget would need to be reconsidered.

RESOLVED that the draft budget 2019-2020 be recommended to Council.

PL/18/61 Planning Applications

a) Delegated Responses

Planning Application Number:	18/0881
Site Address:	BRUNSWICK SQUARE GARDEN AREA PENRITH CA11 7LL
Description:	1) Pruning all trees as necessary to provide 2.5m clearance over paths and up to 5m over road; 2) Prune Beech and Lime to clear street lamp; 3) Remove shoot growth from 2 Lime trees; 4) Annual shaping of Hollies, Cypress and Yew; 5) Remove Laburnum with split stem; Penrith Conservation Area.

Response: No objection – all works have been suggested and approved by the Tree Officer

Planning Application Number:	18/0865
Site Address:	LAND BEHIND 13-14 CYPRESS WAY PENRITH CA11 8UN
Description:	Group of 3 Ash trees: Remove trees and replace with new suitable trees (Alder or Birch); Tree Preservation Order No 125, 2006, Carleton Heights, Penrith (Group 2). Reasons: Trees are remnant hedgerow trees and display a number of structural defects; stem bifurcation being the most significant. The presence of the three Trees is not suitable with the new housing in the longer term.

Response: No objection, Work to be carried out after bird breeding season as per advice provided by DEFRA 'Under Section 1 of the Wildlife and Countryside Act 1981 (as amended), wild birds are protected from being killed, injured or captured, while their nests and eggs are protected from being damaged, destroyed or taken. In terms of tree felling the main mitigation route to reduce the likelihood of harm to breeding birds is to undertake clearance or destruction of any vegetation or structure which may be used as a breeding site outside the bird breeding season when breeding birds are unlikely to be present (based upon habitat features) or where survey work has confirmed their absence. The bird breeding season will be dependent upon weather conditions and will vary from year to year, but in general is the period between early March and late August.

Planning application number:	18/0873
Site address:	29 WORDSWORTH STREET PENRITH CA11 7QY
Description:	Remove T1 Birch and T2 Cherry; Penrith New Streets Conservation Area.

Response: No Objection but would like to see some replacement planting for the Cherry Tree

Planning application number: 18/0740
Site address: 1 CEDAR CLOSE PENRITH CA11 8TJ
Description: Non-material amendment comprising of addition of render to upper floor of extension attached to approval 18/0084.

Response: No objection, although others in the short terrace aren't rendered matching the brick might be impossible. Houses opposite in the same road are mostly render and some are a mixture of render and brick making this acceptable.

Planning application number: 18/0826
Site address: CORNER HOUSE 36 VICTORIA ROAD PENRITH CA11 8HR
Description: Change of use of guest house and premises to residential.

Response: No Objection

b) Planning Applications for Consideration

Members considered the following items which had been received and which required a committee decision due to the nature of the applications Further information could be found on the Eden District Council Website

<http://eforms.eden.gov.uk/fastweb/search.asp> by inserting the appropriate planning reference number.

Planning application number: 18/0913
Site address: 1 NEWTON HOUSE NEWTON ROAD PENRITH CA11 9EE
Description: Demolition of former care home and erection of 54 apartments for assisted living with ancillary communal rooms.

RESOLVED that a response of NO OBJECTION be returned to Eden District Council with the Town Council's concern about the removal of trees on the site and a request that replacement trees be planted for those felled and care be taken of those that are retained.

Planning application number: 18/0915
Site address: 1 COMMON GARDEN SQUARE PENRITH NEW SQUARES PENRITH CA11 7FG
Description: Advertisement consent for 10 non-illuminated signs.

RESOLVED that a response of NO OBJECTION be returned to Eden District Council with a request that the back of the signs be used for maps of Penrith to assist visitors rather than being kept blank

Planning application number: 18/0938
Site address: 2 HUNTLEY AVENUE PENRITH CA11 8NS
Description: Proposed alterations and extension.

RESOLVED that a response of NO OBJECTION be returned to Eden District Council.

Planning application number:	18/0549
Site address:	FIELD TO THE EAST OF INGLEWOOD ROAD BOWSCAR PENRITH
Description:	Change of use of part of agricultural field to football pitch.

RESOLVED that a repose of NO OBJECTION be returned to Eden District Council

PL/18/62 Neighbourhood Plan

The content and policies of the draft Neighbourhood Plan will be considered by Council on 10 December following which a summary booklet will be produced which will be sent out for the Regulation 14 Pre-Submission Consultation.

Following a number of queries, Members thanked those involved for their hard work.

PL/18/63 Next Meeting

RESOLVED that the next meeting would be held at 3pm on Monday 14th January in the Boardroom, 19-24 Friargate, Penrith.

The Committee considered the following item on Legal Issues without the presence of the press and public as agreed in minute number PL/18/56

PL/18/64 Legal Issues

The Town Clerk joined the meeting and outlined a legal issue that she wished to pursue. **RESOLVED** that the issue be pursued.

PL/18/65 Late Item

The following item was considered as a late urgent item of business as it required a response by 4 December 2018.

Members discussed a report being presented to the Executive of Eden District Council on 4 December which was considered to be misleading. **RESOLVED** that the following agreed response be sent to Eden District Council.

'Your report to the Executive on 4 December on the Penrith Strategic Masterplan – Public Engagement Update was considered at Committee yesterday and Penrith Town Council wishes to respond regarding the report, most specifically paragraphs 3.1 and 3.4 which we consider to be misleading.

In December 2016, Penrith Town Council was contacted by Barry Cooper seeking a contribution to an Eden Vision document by way of an appendix setting out ambitions and projects for the town. At this point there was no mention of a Masterplan which is seen as a separate document to the Eden Vision.

The Town Council drafted a contribution covering projects on the attached list, as other towns were requested to do. We requested sight of the final document prior to publication to allow us to review the entire document. No response was received despite sending reminders on 6 December 2016 and 1 February 2017. We reiterate that we never saw a final copy of the Eden Vision Document.

With its subsequent evolution into the Penrith Masterplan, the Town Council attended stakeholder meetings and received presentations from LUC about the Masterplan. It was made clear at each meeting that any comments and questions were being raised by the individuals attending as only full Council could agree a formal Town Council response. Penrith Town Council has never had a Leader with executive authority. The Town Council put in its formal response to the Masterplan following a full Council meeting on 19 June but did not contribute to the development of the Masterplan'.

.....
Chairman

For the attention of the Planning Committee

Councillor S Jackson	Chairman
Councillor P Baker	Vice-Chairman
Councillor R Kenyon	

Councillor R Burgin – Standing Deputy

For information to all other Councillors

Councillor J Briggs
Councillor M Clark
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PLANNING COMMITTEE 14 JANUARY 2019

PROPOSED CHANGES TO EDC PLANNING COMMITTEE PROCEDURES

AUTHOR: ROSALYN RICHARDSON, DEPUTY TOWN CLERK

ITEM NUMBER: 6

RECOMMENDATIONS

To note the recommendations of EDCs Planning Committee from 13 December 2018 which will be presented to a meeting of EDCs Accounts and Governance Committee.

1. LAW LINK TO COUNCIL FUNCTIONS

SUBJECT	POWER	LEGISLATION
Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990, paragraph 8 of schedule 1

2. LINKS TO COUNCIL PRIORITIES

This report links to the Council Priorities of; Health and Wellbeing, economic development, growth and community engagement.

3. REPORT DETAILS

3.1 On 13 December 2018, Eden District Council's Planning Committee considered a report from the Deputy Chief Executive which sought the views of the Committee on proposed amendments to EDCs Constitution relating to planning which are attached to this report as Appendix 1.

3.2 EDC Members were advised that the current constitution leaves EDC vulnerable to challenge where items are more susceptible to being refused for non-material and valid reasons.

3.3 The report states that the rationale behind the proposed changes were to prevent unnecessary applications proceeding to committee. A review by the Planning Advisory Service Peer Review specifically listed the automatic presentation of an application to committee when the officer recommendation is opposite to the Town and Parish Councils recommendation.

3.4 The proposals state that objections to planning applications or any request by an objector to address the planning committee must be based on valid planning grounds.

3.5 Valid planning reasons relate to either references to relevant development plan policies or material planning considerations. Material considerations are matters that should be taken into account when deciding a planning application and include (but are not limited to):

- Overlooking / loss of privacy;
- Loss of light or overshadowing;
- Parking;
- Highway safety;
- Traffic;
- Noise;
- Effect on listed building and conservation area;
- Layout and density of building;
- Design, appearance and materials;
- Government policy;
- Disabled persons' access;
- Proposals in the Development Plan;
- Previous planning decisions (including appeal decisions); and
- Nature conservations.

3.6 Valid planning reasons exclude objections made on the following grounds:

- Devaluation of property;
- Loss of view;
- Effect on trade/commercial competition;
- Effect on private or civil rights;
- Personal or financial circumstances or the character of the applicant;
- Third party interest; or
- Matters covered by other legislation or controls including Building Regulations and licencing.

4. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

5. RISK MANAGEMENT

RISK	CONSEQUENCE	CONTROLS REQUIRED
Objections to planning applications are given no weight by EDC	The views of residents and the Town Council to planning applications are ignored.	Any objections submitted by the Town Council should be based on material planning considerations.

6. APPENDICES ATTACHED TO THIS REPORT

Appendix 1 to report G111/18 of the Deputy Chief Executive of Eden District Council setting out the proposals for amendments to the scheme of delegation to the Deputy Director Technical Services.

7. BACKGROUND PAPERS

None

**Eden District Council
Planning Committee
13 December 2018**

Review of the Constitution

Portfolio:	Resources
Report from:	Deputy Chief Executive
Wards:	All Wards
OPEN PUBLIC ITEM	

Appendix 1

Proposals for amendments to the scheme of delegation to the Deputy Director Technical Services. The current wording is set out at page 92 of the Constitution.

4.4 Delegation of Council Functions to the Council's Officers

1. Town and Country Planning and Development Control.

a) Delegations to Deputy Director Technical Services:

- i) to determine all planning applications and to make observations on all statutory and other notifications except:
 1. applications for which an approval would be contrary to policy - ie departures and potentially justifiable exceptions;
 2. applications which are considered by the Deputy Director Technical Services to be of a, controversial or sensitive nature, or which have aroused significant public interest on valid planning grounds;
 3. applications for which an objection from a statutory consultee (as set out in the The Town and Country Planning (Development Management Procedure) (England) Order 2015) is received on valid planning grounds and the Deputy Director Technical Services is inclined to approve the application;
 4. applications subject to a request by an objector to address the Planning Committee and that objection is based on valid planning grounds;
 5. applications subject to a request by the local ward member on valid planning grounds to have the matter determined by the Planning Committee.

Valid planning grounds excludes objections made on any of the following grounds:

- Devaluation of property;
- Loss of view;
- Effect on trade/commercial competition;
- Effect on private or civil rights;
- Personal or financial circumstances or the character of the applicant;
- Third party interest; or

- Matters covered by other legislation or controls including Building Regulations and licensing.

Appendix 2

Proposals for amendments to Paragraph 13 of the Code of Planning Conduct and Practice. The current wording is set out at pages 308 to 310 of the Constitution

13. Public Hearings at Planning Committee

- 1) Many Local Planning Authorities permit members of the public to address the Committee about a particular proposal prior to the consideration of the application. Procedures vary across the country but all are designed to provide as fair an opportunity as possible for a balance of views to be provided between those supporting and those opposing an application.
- 2) Members of the public are permitted to address the Planning Committee and the following protocols relate to the procedures adopted:
- 3) Protocols:
 - a) In accordance with the Council Procedure Rules, any person (including Members, Parish representatives, applicants, objectors and supporters) may seek to address the Planning Committee by making representations, or giving evidence at a meeting, in relation to any matter which appears on the agenda for that meeting.
 - b) Any person who wishes to address the committee should request to do so in writing to the Deputy Chief Executive by no later than midday one clear working day before the day of the meeting (that is not counting the day of the meeting or the day notice is given - so for a meeting on a Thursday, notice must be given by no later than midday on the preceding Tuesday).
 - c) In addition to the above provisions, on receipt, within the time frame given, of a material objection to a planning application the objector will be advised by the case officer, in acknowledging receipt of the objection, of the opportunity to address committee when the application is determined. They will be supplied with a form which they can return if they want to avail themselves of that opportunity. The request should be made promptly and in any event within ten days of the day the form referred to above is sent to the objector. A request under this paragraph (which is not withdrawn) will trigger the requirement that an application be determined by the Planning Committee rather than by the Planning Services Development Manager under his delegated authority. However, if at any time it is decided to exercise delegated authority to determine the application in accordance with the objection, the application will be determined by the Planning Services Development Manager, rather than by the Planning Committee, and there will be no opportunity to address the committee.
 - d) The participation of any Member or member of the public will in all cases be at the discretion of the Chairman of the Committee. Ordinarily approval will be granted, but on occasion the Chairman may refuse the request on the

grounds mentioned in the Council Procedure Rules. A request will generally be refused if the representation does not relate to material planning considerations.

- e) If a presentation from an objector is agreed the opportunity will also be given for the applicant to respond.
- f) If a hearing is agreed the case officer will liaise with the person making the request and the applicant to set up the arrangement. Details of the procedure on the day will be sent to each party appearing. In the event that two or more requests are received from the public to make a presentation about a particular proposal, efforts will be made to reduce this to one person. Equally the applicant will be expected to be represented by one person. In the event of disagreement the Committee will ordinarily hear no more than two representations, which will usually be limited to the two parties living nearest to the application site. In respect of major applications generating significant public interest, the Chairman will give consideration to allowing more parties to speak.
- g) On the day of the Committee, hearings will take place as the item arises on the agenda unless altered by the Chairman. 4) The following procedure will apply:
 - a) The Planning Officer will briefly outline what the proposal is about;
 - b) Any person making representations objecting to the grant of permission or seeking the imposition of conditions will address the Committee for up to five minutes. In the event that two representations are made these will each be for a maximum of 2.5 minutes;
 - c) Any person making representations in support of the application (other than the applicant or his/her representative) will then address the committee for up to five minutes. As in relation to objectors, up to five minutes shared between supporters will be permitted.
 - d) Any Parish representative will then be permitted to address the Committee for up to five minutes;
 - e) If a member of the Council (Planning Committee member or not) wishes to advise the Committee of any representation or lobby he or she has received about the application a similar presentation should then be given but in the case of a committee member the presentation should be purely factual and not opinionated;
 - f) The applicant (or appointed agent or representative) will then be permitted to address the Committee for up to five minutes, again from the area of the top table;
 - g) Representatives of the public will then be thanked for their contribution by the Chairman and advised that no further contribution will be permitted from them on the proposal as the Committee considers, then decides the application;

- h) The Planning Officer will then conclude the presentation on the application picking up on any points from the presentations that might be misleading in a non-material manner;
- i) The opportunity will then be given for the officer to be questioned by the Committee; and
- j) The Committee will then debate the proposals and come to a decision.
- k) If, particularly in relation to applications generating major public interest, more persons are permitted to address the committee, no person will be allowed to address the committee for longer than five minutes and the applicant will normally be given the opportunity to address the committee for an equivalent amount of time to that afforded in total to those objecting to the application.