**Guidance for Development Committee/Strategic Development Committee**

**Meetings.**

**(1) Attendance at Meetings.**

All meetings of the Committee are open to the public and press except on the rare occasion when the Committee retires into private session. This will be clearly stated on the agenda. The press and public will be excluded for those confidential items only. We try to keep confidential reports to an absolute minimum. We request that you keep mobile phones on silent and show courtesy to all present. Meetings can reach full capacity and seats are allocated on a first come first served basis.

**(2) Development Committee Role and Membership.**

In summary, the Development Committee will determine applications for planning, listed or conservation area consent that have triggered over 20 representations (in support or against) or that exceed a particular threshold with regards to size amongst other issues.

The Committee shall also consider proposals for protected buildings/conservation area consents for sites/buildings owned by the Council and will make comments and recommendations on planning matters referred to the Council by other organisations of particular interest. The Committee will also consider any other planning matter referred to the Committee by the Corporate Director Development and Renewal where she/he considers it appropriate to do so.

Note – smaller planning applications or related matters are dealt with by officers under delegated powers.

The Committee is made up of seven Members of the Council as appointed by Full Council. Political balance rules apply to the Committee. Meetings are normally held on a monthly basis on a Wednesday evening in the Town Hall Council Chamber. See the [Agenda Management Timetable](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?RP=312) for specific meetings dates and deadlines for registering to speak.

Further information about the Committee including the membership and the full terms of reference, can be found on the [Development Committee Webpages](http://edemoc2ksrv.towerhamlets.gov.uk/documents/s56267/DevelopmentCommitteeProceduralRules.pdf?CT=3)

**(3) Strategic Development Committee Role and Membership.**

The role of the Strategic Development Committee is to consider major planning matters, within and exceeding the remit of the Development Committee in relation to size and scale amongst other issues. It will also make observations and recommendations on planning matters of strategic importance referred to the Council by other organisations.

The Committee is made up of nine Members of the Council as appointed by Full Council. Political balance rules apply to the Committee. Meetings are normally held on a five to six weekly basis in the Town Hall Council Chamber. See the [Agenda Management Timetable](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?XXR=0&DD=2014&RP=360&ACT=Go) for specific meetings dates and deadlines for registering to speak at meetings.

Further information about the Committee including the membership and full terms of reference can be found on the [Strategic Development Committee Webpages](http://moderngov.towerhamlets.gov.uk/mgCommitteeDetails.aspx?ID=360)

**(4) Substitute Members and Non Committee Members.**

Committee Members may appoint a substitute (known as Deputies) if they cannot attend a meeting from the nominated substitute list. Other Councillors may attend to speak on items, however they cannot vote.

 **(5) Access to Committee papers.**

The agenda for Committee meetings is published five (working) days before the Committee meeting. All Committee papers (i.e. [Agendas, reports, minutes and decisions for SDC](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=360)  and [DC)](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=312) are published on the website and also available on iPad and Android tablet apps downloadable for free from their respective app stores.

**(6) Declarations of Interest**

At each meeting, Members are required to declare any personal interest in business being considered. In addition, if the interest is prejudicial, the Member must leave the meeting room for the consideration of that item. Fuller guidance on declarations of interests can be found on the agendas for meetings, attached to the declaration of interest item.

**(7) Who can speak at Committee meetings?**

Members of the public and Councillors may request to speak on applications for decision (Part 6 of the agenda). All requests must be sent direct to the Committee Officer shown on the front of the agenda by the [deadline](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?XXR=0&DD=2014&RP=360&ACT=Go) – 4pm one clear working day before the meeting. Requests should be sent in writing (e-mail) or by telephone detailing the name and contact details of the speaker and whether they wish to speak in support or against. Requests cannot be accepted before agenda publication. Speaking is not normally allowed on deferred items or applications which are not for decision by the Committee.

The following may register to speak per application for decision in accordance with the above rules:

|  |  |
| --- | --- |
| Up to two objectors on a first come first served basis. | For up to three minutes each.  |
| Committee/Non Committee Members. | * For up to three minutes each - in support or against.
 |
| Applicant/ supporters. This includes:an agent or spokesperson. Members of the public in support  | Shall be entitled to an equal time to that given to any objector/s. For example:* Three minutes for one objector speaking.
* Six minutes for two objectors speaking.
* Additional three minutes for any Committee and non Committee Councillor speaking in objection.

It shall be at the discretion of the applicant to allocate these supporting time slots.  |

**(8) What if no objectors register to speak against an applicant for decision?**

The applicant or their supporter(s) will not be expected to address the Committee should no objectors register to speak and where Officers are recommending approval. However, where Officers are recommending refusal of the application and there are no objectors or members registered, the applicant or their supporter(s) may address the Committee for 3 minutes.

The Chair may vary the speaking rules and the order of speaking in the interest of natural justice or in exceptional circumstances.

Committee Members may ask points of clarification of speakers following their speech. Apart from this, speakers will not normally participate any further. Speakers are asked to arrive at the start of the meeting in case the order of business is changed by the Chair. If speakers are not present by the time their application is heard, the Committee may consider the item in their absence.

This guidance is a précis of the full speaking rules that can be found within the [Development Committee Procedural Rules.](http://edemoc2ksrv:8070/documents/s56251/FINALPlanningCommitteewebsiteguide.docx.pdf)

**(9) What can be circulated?**

Should you wish to submit a representation or petition, please contact the planning officer whose name appears on the front of the report in respect of the agenda item. Any representations or petitions should be submitted no later than noon the working day before the committee meeting for summary in the update report that is tabled at the committee meeting. No written material (including photos) may be circulated at the Committee meeting itself by members of the public including public speakers.

**(10) How will the items be considered?**

The Committee will normally consider the items in agenda order subject to the Chair’s discretion. The basic structure for the meeting is as follows:

* The Chair opens the meeting and establishes who has apologised for their absence.
* Members declare any declarations of interest.
* The meeting approves previous minutes.
* Consideration of any deferred planning applications from previous meetings (No public speaking).
* Consideration of planning applications for decision. The process for this is as follows:

Officers will announce the item with a brief description.

Any objections that have registered to speak to address the Committee, followed by questions of clarification of the speaker from the Committee.

The applicant and or any supporters that have registered to speak to address the Committee, followed by questions of clarification of the speaker from the Committee.

Committee and non- Committee Member(s) that have registered to speak to address the Committee, followed by questions of clarification of the speaker from the Committee

Officers will then present the detailed report.

The Committee will consider the item (questions and debate).

The Committee will reach a decision.

* Consideration of any other planning matters (No public speaking).

Should the Committee be minded to make a decision contrary to the Officer recommendation and the Development Plan, the item will normally be deferred to a future meeting with a further Officer report detailing the implications for consideration.

**(11) How can I find out about a decision?**

You can contact Democratic Services the day after the meeting to find out the decisions. The decisions will also be available on the [SDC webpage](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=360)  or the [DC webpage](http://moderngov.towerhamlets.gov.uk/ieListMeetings.aspx?CommitteeId=312)  two days after the meeting. A slightly longer minute of the meeting will be published with the agenda of the next Committee meeting.

**(12) Queries on reports**.

For any questions, please contact the Officer named on the front of the agenda/report.

**(13) To view planning applications**

Go to [www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)‘Environment and Planning’ (left hand column of page), ‘Planning’ then‘ view planning applications’ in the centre of the page, then recent planning applications and decisions’. Search on the planning application number or the site address. The direct link is [here](http://planreg.towerhamlets.gov.uk/WAM/searchsubmit/performOption.do?action=search)

**Examples of Material Consideration**

**Yes**

* Siting, design, layout, external appearance & Landscaping
* Infrastructure
* Impact on the neighbourhood eg noise, loss of light or overbearing impact
* National Planning Policy Framework
* Consistency of decision-making
* Viability

**NO**

* Loss of property value
* Morality issues
* Private land restrictions such as covenants
* Developer’s desire for profit
* Most personal circumstances
* Precedent

**Typical Seating Plan for Planning Committee Meetings in the Town Hall Council Chamber.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Public SeatingPublic SeatingPublic SeatingPublic SeatingPublic SeatingPublic SeatingPublic Seating |  |  | Planning Officers | CommitteeMembers |
| Planning Officer |
|  | Legal Officer |
| Speakers Table (Addressing Committee) |  | **Chair** |
| Speaker Seating | CommitteeOfficer |
|  | CommitteeMembersCommitteeMembers |
|  |
| Committee Members |

|  |
| --- |
| **Strategic/Development Committee Webpages**To view go to the Committee and Member Services web page [www.towerhamlets.gov.uk/committee](http://www.towerhamlets.gov.uk/committee) -then ‘agenda, reports, decisions and minutes’, then click on ‘[Strategic Development Committee](http://moderngov.towerhamlets.gov.uk/mgCommitteeDetails.aspx?ID=360) or [Development Committee Webpages](http://moderngov.towerhamlets.gov.uk/mgCommitteeDetails.aspx?ID=312) The pages include:* Committee Membership with contact details.
* Terms of Reference for the Committee.
* Meeting dates, agendas and minutes.
* Agenda timetable including: deadlines for registering to speak at meetings and agenda publication dates - [SDC](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?XXR=0&DD=2014&RP=360&ACT=Go) and [DC](http://moderngov.towerhamlets.gov.uk/mgAgendaManagementTimetable.aspx?RP=312)
 |

[Committee and Member Services web page](http://www.towerhamlets.gov.uk/committee)

The pages also includes information on:

* Full Council, Cabinet and the Council’s Committees.
* Council’s Constitution.
* Mayor and Cabinet and Executive Decisions.
* Local Councillors, Members of Parliament and other Regional Representatives.