

CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **GENERAL PURPOSES COMMITTEE** held at Room 15, Priory House, Monks Walk, Shefford on Monday, 20 January 2014

PRESENT

Cllr P Hollick (Chairman)
Cllr R C Stay (Vice-Chairman)

Cllrs P N Aldis
Mrs C F Chapman MBE
J G Jamieson
M R Jones
D J Lawrence

Cllrs Mrs J G Lawrence
J Murray
B Saunders
N Warren

Apologies for Absence: Cllr A L Dodwell

Substitutes: Cllr K Janes (In place of A L Dodwell)

Members in Attendance: Cllrs R D Berry
A L Dodwell*
K C Matthews
A Shadbolt

*Having submitted her apologies for absence Councillor A L Dodwell was subsequently able to attend the meeting shortly after it had started. However, due to the presence of her substitute, she ceased to be a member of the Committee throughout the duration of the meeting (paragraph 6.3 of Part E3 of the Constitution refers).

Officers in Attendance:	Ms D Clarke	– Director of Improvement and Corporate Services
	Mrs M Clay	– Chief Legal and Democratic Services Officer
	Mrs C Jones	– Head of HR Policy and Development
	Mr L Manning	– Committee Services Officer
	Ms M Peaston	– Committee Services Manager

GPC/13/30 **Minutes**

RESOLVED

that the minutes of the meeting of the General Purposes Committee held on 3 December 2013 be confirmed and signed by the Chairman as a correct record subject to the following amendment:

Minute GPC/13/28 (Constitution – Proposed Amendments/Appendix B/Part I3 Code of Procurement Governance/Paragraph 5.1/Table 1/Footnote)

Delete the threshold figure of '£4,342,012' and insert '£4,332,012' in its place.

GPC/13/31 Members' Interests

None.

GPC/13/32 Chairman's Announcements and Communications

None.

GPC/13/33 Petitions

No petitions were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

GPC/13/34 Questions, Statements or Deputations

No questions, statements or deputations were received from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

GPC/13/35 Pay Policy Statement 2014/15

The General Purposes Committee considered a report by the Director of Improvement and Corporate Services which set out the draft Pay Policy Statement for 2014/15. Members were advised that sections 38-43 of the Localism Act 2011 required all local authorities to publish a comprehensive Pay Policy Statement before 31 March every year.

The Committee noted that the Localism Act had further extended the existing requirements under the Code of Transparency to publish Chief Officer remuneration on the Council website and ensure that full Council had the opportunity to approve senior appointments or severance arrangements outside of existing approved policies and pay arrangements.

Members also noted that the Localism Act had introduced requirements to ensure a comparison was possible between the policies adopted on the remuneration of Chief Officers and other employees and, in addition, set out a policy on the lowest paid.

The Head of HR Policy and Development stated that the draft Pay Policy Statement before Members reflected existing policies and terms and conditions previously agreed and also met the requirements set out in the Department for Communities and Local Government's supplementary guidance on Pay Policy Statements issued in February 2013. As such it represented an updated version of the Pay Policy Statement adopted for 2013/14 and fully complied with all statutory requirements.

Discussion then took place on various matters including the introduction of 'spot salaries', the process for determining how the Chief Executive could reach the top of his salary range and the level of severance payments paid to staff. In response to the query regarding the Chief Executive's salary range the Director for Improvement and Corporate Services undertook to examine the Committee's previous minutes to ensure that the proposed changes to the Policy were consistent with the Committee's original decision.

Members were reminded that the Localism Act required that the Policy be approved by full Council.

NOTED

the draft Pay Policy Statement for 2014/15.

RECOMMENDED TO COUNCIL

- 1 that the draft Pay Policy Statement 2014/15, as set out at Appendix A to these minutes, be approved and adopted;**
- 2 that, following approval and adoption, the Pay Policy Statement 2014/15 be published on the Council's website.**

GPC/13/36 Proposed Amendments to the Constitution - Planning Matters

The General Purposes Committee considered a report of the Chairman of the Development Management Committee which set out a number of proposed amendments to the latter's current composition, procedures and approach to reaching decisions. Members noted that the purpose of the amendments was to increase the focus and business-like approach of the Development Management Committee.

The Chairman of the Development Management Committee introduced his report and explained the reasons behind the proposed amendments. Full discussion then took place, during which the Chairman of the Development Management Committee responded to various queries and comments. Consideration was also given to any additional changes that were suggested. In particular Members discussed the call-in of planning applications and issues related to this.

Arising from discussion on the most suitable days on which the related site visits should take place Members indicated that they would wish to see the dates of the site visits included in the Members' Information Bulletin.

Following a query on the attendance of substitutes on site visits the Chairman of the Development Management Committee explained that only those named substitutes nominated to attend the Committee's meeting would be expected to attend the site visits and not all of the Development Management Committee's named substitutes. In response to a comment that some substitutes would only be nominated after the site visits had taken place the Chairman of the General Purposes Committee stated that all that could be done was to acknowledge that, unfortunately, the situation would arise. Nonetheless, a Member commented that all named substitutes on the Development Management Committee could be expected to be called on to attend a meeting of the Committee at short notice and so, therefore, all named substitutes should attend site visits whether nominated beforehand or not.

With regard to the proposed enforcement of the existing requirement for Members to complete a proforma document to include valid planning reasons in support of a proposed call-in it was suggested that the proforma document should include examples of valid planning reasons and examples of reasons that were not acceptable for this purpose.

The Committee acknowledged in full the benefits that would arise from amending the processes and membership of the Development Management Committee and indicated their support for the approach set out before them.

Members were aware that it was also necessary to recommend to Council that the Constitution be amended to give effect to the Committee's decisions.

RESOLVED

that the following amendments be approved:

- a) site visits should normally be held for all planning applications to be determined by the Development Management Committee, unless otherwise agreed by the Chairman or Vice-Chairman;**
- b) all members and nominated substitute members of the Development Management Committee should attend site visits;**
- c) the number of members on the Development Management Committee should be reduced from 18 to 13, with effect from the beginning of the 2014/15 municipal year;**
- d) to note that the Constitution required the call-in of planning applications for determination by the Committee through use of a proforma, stating a valid planning reason, and that this would be enforced from the beginning of the 2014/15 municipal year;**
- e) all Development Management Committee members and substitute members would be expected to undertake annual accredited training by an external trainer, starting in 2014/15;**

- f) **any planning applications submitted by senior officers of the Council (Heads of Service, Assistant Directors, Directors, and the Chief Executive) or officers in the Development Management Team would be routinely determined by the Development Management Committee, however minor, and not through an officer's delegated powers.**

RECOMMENDED TO COUNCIL

that the proposed amendments to the Constitution at Parts E2, H3 and the Ethical Handbook, as set out at Appendices B, C and D to these minutes, be approved in order to give effect to the decision agreed by the General Purposes Committee.

GPC/13/37 General Purposes Committee - Work Programmes for 2013/14 and 2014/15

Members considered a report by the Chief Legal and Democratic Services Officer setting out the proposed Work Programmes for the Committee for the remainder of 2013/14 and the whole of 2014/15.

The Committee noted that submission of the six monthly report updating Members on standards complaints to that day's meeting had been delayed. The Director of Improvement and Corporate Services reminded the meeting that a six monthly update was only due to be submitted if any issues had arisen to necessitate it. In view of these comments Members considered that a report, if required, should be submitted to a later meeting of the Committee to allow the Chief Legal and Democratic Services Officer to prepare a report following due consideration. The possibility of submitting the report alongside the Annual Report was suggested by the Director of Improvement and Corporate Services.

A Member queried the proposed meeting date for the Committee of 22 May in the next Municipal Year given that this was the date of the European elections and Members would be engaged in the election process. The Committee Services Officer stated that, since the report had been published, this situation had been acknowledged and the proposed meeting date had been amended to 29 May. Members then raised an issue of whether the next scheduled meeting of the Committee (13 March), was viable given the lack of agenda items and whether a meeting should therefore be held between the end of April and beginning of May as an alternative to the proposed meeting on 29 May.

RESOLVED

that the proposed General Purposes Committee Work Programmes for the remainder of 2013/14 and the whole of 2014/15, as attached at Appendix A of the report of the Chief Legal and Democratic Services Officer, be approved subject to the following:

- a) **rescheduling the six monthly update on standards complaints to a future date to allow the Chief Legal and Democratic Services Officer time to prepare a fully considered report;**

- b) examination of the possible cancellation of the Committee's meetings scheduled for 13 March and, provisionally, 29 May, to be replaced by one meeting during the period at the end of April or beginning of May.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 10.50 a.m.)

Chairman

Dated

CENTRAL BEDFORDSHIRE COUNCIL PAY POLICY STATEMENT 2014/15

1. INTRODUCTION

This Pay Policy Statement is produced in accordance with Chapter 8 of the Localism Act 2011 and with regard to the guidance issued by the Secretary of State under Section 40 of the Act.

It is made available on the Council's website. The Council's website also includes separately published [salary information](#) relating to Chief Officers as part of the Transparency Code.

Salary ranges published in this policy are correct as at 31 March 2014.

2. SCOPE

The Localism Act sets out the posts that are considered to be Chief Officers. In terms of Central Bedfordshire, this will cover the Chief Executive as Head of Paid Service, Directors, the Monitoring Officer, Section 151 Officer and a number of Assistant Directors/Chief Officers and Heads of Service who are regarded as Deputy Chief Officers.

In accordance with the Act, the Pay Policy Statement provides information about the remuneration paid to the Council's Chief Officers and other prescribed categories of employee. It covers all employees of Central Bedfordshire Council irrespective of legacy terms and conditions where they remain.

This policy does not apply to staff employed by local authority schools as the Localism Act does not include them.

3. REMUNERATION OF CHIEF OFFICERS

The Chief Executive and Directors Terms and Conditions are in line with the JNC Conditions of Service for Chief Executives and Chief Officers.

Chief Executive

The Chief Executive is the Council's Head of Paid Service. The Council has set the salary range for this post and as at 31 March 2014, the annual FTE range for the grade of this post is £161,700 - £186,200. There are 5 incremental points in the grade.

Incremental progression for Chief Officers is not automatic but is awarded following the achievement of set performance objectives. The decision to award an incremental increase to the Chief Executive is made by the Leader.

The starting salary paid to the Chief Executive will be that determined by the Appointments Sub-Committee, taking in to consideration guidance from the JNC

National Framework and market forces and subject to it being within the published salary range.

Any appointment proposed above this published salary range would require a recommendation from General Purposes Committee to Full Council.

The Head of Paid Service is additionally the Council's Returning Officer. The responsibility of this role is one of a personal nature distinct from duties as an employee of the Council. The fee paid to the Returning Officer is determined by legislation and the recovery of the costs of the Returning Officers' services and expenses at a UK or European Parliamentary election is met from Central Government funds and so does not constitute a cost to the Council. Where local elections occur a scale of fees and charges, approved by the Council, determines the total overall amount the Returning Officer may expend in connection with an election. The fees paid to staff who undertake election duties are broadly in line with Central Government rates.

Directors

Council has set the salary range for Directors as £115,461 - £140,561 with 6 incremental points. In reviewing this approach, new appointments are now on a 'spot salary' basis within or below the salary range set by Council. This allows a salary to be determined by the Appointments Sub-Committee, taking into consideration guidance from the JNC National Framework and market forces.

Any appointment proposed above this published salary range would require a recommendation from General Purposes Committee to Full Council.

The Council will apply JNC nationally agreed cost of living pay awards to the salaries of Directors.

The Director of Children's Services is entitled to an additional duties allowance of £13,051.56 per year as the Council's Deputy Chief Executive and to a business mileage related lump sum allowance of £375. This amount is as determined under the Council wide scheme.

Assistant Directors/Chief Officers and Heads of Service

Terms and Conditions for Assistant Directors/Chief Officers and Heads of Service are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The Council's pay scales for these posts are as follows:

Assistant Directors/Chief Officers - the salary scale is determined by the job-evaluated grade for the post but will be within the range £61,335 - £89,972. These are across 4 separate pay bands each with 3 incremental points.

Heads of Service - the salary scale is determined by the job-evaluated grade for the post but will be within the range of £47,200 - £51,492 or £57,213 - £61,505. Each grade has 3 incremental points.

Section 151 Officer and Monitoring Officer

The Council's Chief Finance (Section 151) Officer and Chief Legal and Democratic Services (Monitoring) Officer are graded at £83,986 - £89,972 and £75,305 - £83,986 respectively.

Currently the Council does not have any performance related pay systems or bonus schemes in place for any Chief Officers.

4. REMUNERATION OF OTHER EMPLOYEES

Terms and Conditions for Assistant Directors/ Chief Officers, Heads of Service and remaining officers are in accordance with the National Joint Council (NJC) conditions of service for Local Government Services.

The pay spine used by the Council is aligned but not directly comparable to the national pay spine, following a 2% reduction to pay implemented in October 2011. In order to protect lowest earners, salaries at or below £21,519 were exempted from this reduction.

Pay rates are negotiated at a national level through the NJC; therefore the Council will apply any cost of living pay awards to the revised pay scales.

All posts up to spinal column point (scp) 37 are evaluated under the NJC job evaluation scheme. Posts on and above scp 37 are evaluated under the Hay job evaluation scheme. The pay scale ranges from £12,435 - £45,779.

The Council does not have any performance related pay systems or bonus schemes in place for any employees.

Any Market Rate Supplement that is paid for specifically identified posts will be in accordance with the Council's Market Rate Supplement policy.

Employees may be eligible for a business mileage related lump sum car allowance in accordance with the published scheme.

5. PAY COMPARISONS

For the purposes of the Pay Policy Statement, the Council's pay scales define the lowest paid employees as those whose salary falls within the lowest grade which at 31 March 2014 has a salary range of £12,435 - £12,613pa.

The current pay relationship between the highest paid employee who is the Chief Executive (Head of Paid Service) and the Council's median earner and the mean average salary has been measured.

For the period 2014/15, the ratio of pay of the Chief Executive to that of the median earner is 1:7.28.

For the period 2014/15, the ratio of pay of the Chief Executive to that of the mean average salary is 1:6.72.

Both these ratios are below the expected multiples of 8.1 for the public sector as identified in the Hutton Review of Fair Pay in the Public Sector (March 2011) Report.

It is the Council's policy that the salary of the Chief Executive will be no greater than 8x the median earner of the Council's workforce.

6. PENSIONS PROVISIONS

The Local Government Pension Scheme (LGPS) is open to all employees up to 75 years of age and with a contract of more than 3 months' duration. Details are set out on the [LGPS website](#).

No additional pension payment to the Local Government Pension Scheme is made to Chief Officers.

7. SEVERANCE PROVISIONS FOR ALL EMPLOYEES INCLUDING CHIEF OFFICERS

The Council will normally pay severance in redundancy situations based upon the Statutory Redundancy Payment Scheme using actual weekly salary where this is greater than statutory redundancy pay. Any Council employee with 2 years' continuous service, including Chief Officers, irrespective of hours worked, is eligible for a redundancy payment should he or she be dismissed by reason of redundancy.

Any request for early retirement on the grounds of efficiency of the service must receive Member approval.

The Council will meet its statutory and contractual obligations in respect of any severance package, and does not make discretionary payments. However, if in exceptional circumstances a discretionary payment is proposed, the details of the full package would require a recommendation by General Purposes Committee to Full Council for approval.

8. REVIEW

The Localism Act 2011 requires relevant authorities to prepare a Pay Policy Statement for each subsequent financial year. Our next Statement is scheduled to be for 2015/16 and will be submitted to Full Council for approval by 31 March 2015.

If it should be necessary to amend this 2014/15 Statement during the year that it applies, an appropriate resolution will be made by Full Council.

Appendix B

E2 COMMITTEE TERMS OF REFERENCE

1. The Development Management Committee

Appointed by:	The Council under Section 101 of the Local Government Act 1972
No of Members:	18 <u>13</u>
Chairman and Vice-Chairman appointed by:	The Council
Quorum	At least 50% of the membership of the Committee
Frequency	Four weekly or as otherwise determined by the Monitoring Officer in consultation with the Chairman
Venue	Chicksands or as otherwise determined by the Monitoring Officer in consultation with the Chairman
Co-opted Members	None
Code:	The Planning Code of Good Practice

1.1 Terms of Reference

To exercise the following functions of the Council (as set out in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 and any subsequent amendments thereto and detailed in Annex A below), which are not delegated to officers in Part H3 of the Constitution:-

1.1.1 Planning and Conservation

To exercise all powers relating to town and country planning and development control functions.

1.1.2 Commons Registration

The registration of common land or town and village greens and of the variation of rights of common and powers of enforcement, protecting unclaimed registered common land, and to institute proceedings for offences in respect of unclaimed common land.

1.1.3 Highways Use and Regulation and Public Rights of Way

The exercise of powers relating to the regulation of the use of highways and relating to public rights of way.

1.1.4 Trees and Hedgerows and other miscellaneous functions

The exercise of powers relating to the preservation of trees and the protection of important hedgerows and other miscellaneous functions.

1.2 Limitation of Powers

1.2.1 The Committee has full delegated powers on behalf of the Council.

Appendix C**SCHEME OF DELEGATION BY THE COUNCIL AND BY THE EXECUTIVE TO DIRECTORS AND OTHER OFFICERS****Development Management**

4.4.19	To carry out the functions of the Council as the Waste and Minerals Planning Authority.	None
4.4.20	To enforce provisions under Town and Country Planning Regulations in respect of minerals and waste management matters.	None
4.4.21	To determine applications required under the Planning Acts and Statutory Instruments; and other planning matters (including applications for planning permission made under Regulation 3 of the Town and Country Planning General Regulations 1992), except where:-	As shown in 4.4.97.1 to 4.4.97.5
4.4.21.1	A ward member of the Council requests in writing, on an agreed pro-forma and supported by the planning reason(s), within 3 weeks of the application being registered, for it to be referred to a meeting of the Development Management Committee. The Member making a call-in is required to set out the planning reasons for the call-in on the proforma and speak about the reasons for the call-in at the Committee where the application may be considered ¹ ;	None

¹ A Member may withdraw a request by notifying the Assistant Director, Planning no later than six clear working days before the date of the Committee meeting.

- 4.4.21.2 It is proposed to grant None
 planning permission for a
major development² and:-
- 4.4.21.2.1 a material None
 planning
 representation(s)
 has been
 received in
 writing from
 Town and Parish
 Councils which
 has not been
 resolved by the
 Local Planning
 Authority
 through
 negotiation with
 the applicant
 and/or through
 the imposition of
 conditions; or
- 4.4.21.2.2 the application None
 or matter is
 considered to be
 a departure from
 the Development
 Plan; or
- 4.4.21.3 The application (or matter) is None
 made by or on behalf of, or
 involves in any capacity, any
 Member or senior officers of
 the Council (ie Head of
Service, Assistant Director,
Director or the Chief
Executive) or officer in the
Development Management
Team;
- 4.4.21.4 The Assistant Director, None
 Planning considers it prudent
 to refer the application or
 matter to the Development
 Management Committee; or
- 4.4.21.5 the application is made
 under Regulation 3 of the
 Town and Country Planning
 (General) Regulations 1992
 or is for development on the

Council's own land and in either case a material planning representation(s) has been received in writing that is contrary to the Officer delegated decision otherwise to be made and in the case of objections these cannot be resolved through the imposition of conditions.

4.4.21.6 The application is made under Regulation 4 of the Town and Country Planning (General) Regulations 1992.

² The definition of "major development" shall be that used by the Department for Communities and Local Government in the General Development Control Return

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Appendix D**Central Bedfordshire Council
Ethical Handbook**

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Part 2: Members' Planning Code of Good Practice

1. Site Visits

The advice contained in this section has particular relevance to members of the planning authority who are or may be involved in determining an application for planning permission.

10.1 It is often desirable before determining a planning application that members of the planning authority visit an application site to view it in its surroundings and have relevant features drawn to their attention. The Council has adopted a Code of Practice for such inspections with which it will comply. This is attached at Appendix "A" to this Code. Debate and decisions on applications must take place in a committee meeting, therefore any discussion that does take place during these site visits should not lead into a debate on the merits of the application.

10.2 Remember

10.2.1 **Do not** request a site visit if you have a disclosable pecuniary interest in the matter. For the avoidance of doubt the principles in paragraph 4 of this Planning Code of Good Practice shall apply.

10.2.2 **Do not** attend a site visit where you have a disclosable pecuniary interest in the site or the matter in hand.

~~10.2.3 **Do not** request a site visit unless you feel it is strictly necessary and consider that:-~~

~~10.2.3.1 particular site factors are significant to the determination of the application; or~~

~~10.2.3.2 there are significant policy or precedent implications and specific site factors need to be carefully addressed; and~~

~~10.2.3.3 the factors which justify a site visit have been provided to the Planning Officer with the site visit request.~~

10.2.4 **Do** attend site visits organised by the Council, where possible, where you ~~are an appointed member of the site visit team, or the ward/local Member for the area where the site is.~~ plan to attend the Development Management Committee meeting considering the application.

- 10.2.5 **Do** ensure that any information which you gained from the site visit is reported back to the planning authority, so that all Members have the information.
- 10.2.6 **Do** ensure that you treat the site visit only as an opportunity to seek information and to observe the site.
- 10.2.7 **Do** ask the officers at the site visit questions or seek clarification from them on matters which are relevant to the site inspection.
- 10.2.8 **Do not** hear representations from any other party with the exception of the ward/local Member(s) whose comments must focus only on site factors and site issues. Where you are approached by the applicant or a third party, advise them that they should make representations in writing to the authority and direct them to or inform the officer present.
- 10.2.9 **Do not** express opinions or views to anyone.
- 10.2.10 **Do not** enter a site which is subject to a proposal other than as part of an official site visit, even in response to an invitation, as this may give the impression of bias unless:-
- 10.2.10.1 you feel it is essential for you to visit the site other than through attending the official site visit; and
- 10.2.10.2 you have first spoken to the Assistant Director of Planning about your intention to do so and why (which will be recorded on the file); and
- 10.2.10.3 you can ensure you will comply with these good practice rules on site visits.

2. Training

- 14.1 ~~Do not~~ **Unless you have** ~~participate in~~ attended a mandatory training session on decision making at meetings dealing with planning matters ~~if you have not attended the mandatory planning training as~~ prescribed by the Council, ~~you will not be permitted to participate in Development Management Committee decision-taking.~~

- 14.2 ~~Do endeavour to~~You are expected to attend ~~any~~ other specialised training sessions provided, at least once during the course of a municipal year, since these will be designed to extend your knowledge of planning law, regulations, procedures, Codes of Practice and Local Plans beyond the minimum referred to above and thus assist you in carrying out your role properly and effectively.
- 14.3 You should~~Do~~ participate in the annual review of a sample of planning decisions to ensure that Members' judgement has been based on proper planning considerations.

APPENDIX A

Code of Practice for Conduct of Site Inspections

1. A site inspection will **only** be carried out ~~in the circumstances set out below: for all planning applications to be determined by the Development Management Committee, unless agreed otherwise by the Chairman or Vice Chairman.~~

(a) *Prior to Consideration by Committee*

~~Any member of the Council may request that an item contained in the draft index of applications to be considered at the next meeting of the Development Management committee, should be the subject of a site inspection prior to that meeting.~~

~~Such requests must be submitted to the Assistant Director of Planning by the date and time specified in the draft index, together with the factors which justify a site visit..~~

~~The Assistant Director of Planning will notify the chairman of the Committee of the request. The request may be refused if the Assistant Director of Planning, following consultation with the chairman, does not consider that a site inspection is justified in respect of the application.~~

A Member with a disclosable pecuniary interest in the site or the matter in hand should not request a site visit. Do not try to represent ward/local views, but ask another ward/local member to do so instead. Always act in accordance with paragraph 10 of the Planning Code of Good Practice.

(b) *Following Consideration at Committee*

~~Where the Development Management Committee wishes to address site specific issues, it may determine to hold a site inspection, the purpose of which will be to familiarise members with the site.~~

- ~~12.~~ 12. A Member with a disclosable pecuniary interest in the site or the matter in hand must not attend the site visit.
- ~~23.~~ 23. No lobbying or debate on issues relating to determination of the application shall take place during the site visit (any such discussion could be regarded as prejudicial to the committee's decision on the matter).

- ~~34.~~ The timing and arrangements for the conduct of site inspections shall be agreed by the Monitoring Officer and the Assistant Director of Planning, in consultation with the chairman of the Committee. Site visits will normally be undertaken from public vantage points and the land and premises the subject of the application. Only in exceptional circumstances will the visit take place on private third party land. If it is considered exceptional circumstances exist the site visit request must include a specific reference to the third party land and the reasons why it is necessary to visit that land.
5. ~~The number of Members to conduct site inspections will normally be limited to:-~~ All members and nominated substitutes who will attend the relevant Development Management Committee meeting should attend all site visits. The representative(s) of the ward in which the site is located may also attend.
- ~~5.1 The chairman and vice-chairman of the Committee or their nominees; plus~~
- ~~5.2 No more than three other members of the Committee; plus~~
- ~~5.3 The representative(s) of the ward in which the site is located.~~
- ~~6. Where necessary and, after consultation with the chairman or vice-chairman, the Monitoring Officer shall be authorised to appoint substitute Members to conduct the site inspections.~~
- ~~47.~~ Members of the Development Management Committee ~~conduct~~undertaking the site inspection are encouraged to share transport wherever possible, as long as drivers who provide shared transport hold adequate insurance cover.
- ~~58.~~ (a) No person other than officers of the Council, or invited representatives of consultee bodies, shall accompany Members during an inspection;
- (b) If a person with an interest in land to be inspected or his/her representative accompanies ~~M~~members to enable access or ensure safety, no lobbying or discussion with that person will be permitted.
- ~~9. Provision will be made in the committee agenda to enable the separate consideration of any matter which has been the subject of a site inspection.~~