

Planning Committee Chairman's Site Inspections



October 2007

Blank page

Administrative Matters

1. The County Council's Scheme of Delegation authorises the Corporate Director (Development Services):

“To arrange, in consultation with the Chairman of the Planning Committee, for a site visit to be held in connection with any matter where in the opinion of the Director the consideration of that matter would be facilitated or enhanced by such visit; and on any such site visit to arrange for the attendance of the Chairman of the Committee and such members of the Committee as may be appropriate, the local member(s) of the County Council affected by the matter, and, where the Director considers it appropriate, for the relevant District Council and/or Parish Council to be represented (having regard to the terms of the Parish Council Charter); provided that no decision in relation to that matter shall be taken on the site visit”.

2. Dates for site visits will be identified promptly by the Corporate Director (Development Services) (CDDS) in consultation with the Chairman of the Committee.
3. The applicant will be given as much notice as practicable of the date of the site visit prior to the site visit taking place and will be invited to attend with an agent if desired.
4. CDDS will ensure in liaison with the applicant that access is made available so that the site can be inspected. Where problems arise or for health and safety reasons access is not possible then the Director will ensure that the site can be seen from a safe vantage point.
5. The CDDS will if appropriate invite the relevant District Council and/or Parish Council(s) to be represented at the site meeting.

Notes:

1. In this protocol the term 'applicant' means the relevant applicant(s) for planning permission, the relevant landowner(s), if different, and, where the site visit relates to a matter other than a planning application, it means the person(s) using the land in question and the owner(s) of that land.
2. This protocol was updated and re-published on 31 October 2007 following approval of a report to October Planning Committee.

Conduct of Site Visits

6. The Chairman of the Planning Committee (or his nominee) will outline the purpose of the site visit which is to inspect land and property which is to be subject to a planning decision or a future planning proposal.
7. The applicant's proposals for the site will be set out orally by the CDDS or his representative.
8. The Chairman will give the applicant and/or his agent an opportunity to expand upon the CDDS' comments, to identify any features on the site which are relevant to the Committee's consideration and to respond to any questions raised by members of the Committee.
9. The Chairman will invite any other representative present to raise any relevant issues and concerns.
10. There will be no debate at the site visit about the planning merits of the case.
11. No decision will be made at a site visit and the Chairman will make this clear at the beginning of the visit.
12. A written note of the visit will be made by the officer present and placed on the relevant planning application file and reported to the Committee when they consider the planning issue in due course.
13. Documents, letters or petitions concerning the planning issue or the site visit from any party will not be accepted at any site visit. Such documents, letters or petitions should be sent directly to the CDDS and will be referred to in his report(s) to the Committee.

Blank page

For more information please contact:

Mike Grundy
Staffordshire County Council
Development and Waste Management Unit
Development Services Directorate
Riverway
Stafford. ST16 3TJ

Tel: 01785 (27) 7297

Fax: 01785(27) 7224

E-mail: planning@staffordshire.gov.uk

If you need a copy of this information in large print, Braille, another language or on cassette, please ask us; call 01785 (27) 7297