

Appendix 2 - Strategic Planning Committee Protocol

1. The Terms of Reference for the Strategic Planning Committee is stated in the Council's Constitution (Part 3 Section C). The purpose of this protocol is to set out in detail the process by which the Strategic Planning Committee will function.
2. This document will be subject to regular review along with other governance arrangements, to ensure that it remains updated in the light of experience.

MEMBERSHIP AND CHAIR

3. A Planning Sub-Committee shall sit under the Strategic Planning Committee.
4. The members and chair of the Strategic Planning Committee shall be elected and ratified each year at the Annual Council Meeting.
5. The Strategic Planning Committee shall comprise 11 members. The Planning Sub-Committee shall comprise the same 11 members.
6. The Chair of the Strategic Planning Committee shall also act as the Chair of the Planning Sub-Committee.
7. Where one or more members of the Planning Sub-Committee are unable to participate in a hearing for some reason, they may give notice to arrange a substitute member in their place (as detailed in Paragraph 49, Part 4 Section B of the Council's Constitution), provided they have requisite training on planning matters.
8. There will be a reserve list of members who have received the required training to participate in Planning Sub Committee meetings if needed. This list will be updated on an annual basis by the Political Chief Whips.

Be consulted on Planning policy

9. The Committee shall make informal recommendations in relation to planning policy, including local development documents and development plan documents and service delivery to Cabinet and full Council.

Planning Sub-Committee

10. The Planning Sub-Committee shall be established on an annual basis and determine complex (including for reasons of scale) or contested applications for:
 - Planning Permission;
 - Listed Building consent;
 - Advertisements consent;
 - Entering into Planning Agreements;
 - Permission in Principle and Technical Details Consents
 - Creation, stopping up, diversion of highways, footpaths or bridleways;
 - Preservation of trees.

MEETING FREQUENCY AND FORMAT

Strategic Planning Committee Meetings

11. The Strategic Planning Committee will have 3 scheduled meetings, however the Chair of the Strategic Planning Committee may call a special meeting in accordance with the process in the Council's Constitution (Part 4 Section B).
12. The Strategic Planning Committee will consider
 - Planning Performance
 - Planning guidance
 - Planning related regulatory matters

Sub-Committee Meetings

13. It is intended that the Planning Sub-Committee shall meet on a monthly basis.