

# Briefing paper

## Planning protocols

**For:** Overview & Scrutiny Committee

**Date:** 19 December 2023

### Key facts

Members of the committee are requested to consider some potential amendments to the planning committee member protocol and the guidance for non- planning committee members. [View protocols on Sharepoint](#) or email [lizzie.barton@lichfielddc.gov.uk](mailto:lizzie.barton@lichfielddc.gov.uk) if you would like them emailed to you.

### Background

The planning committee member protocol and the guidance for non-planning committee members are a statement of good practice for all councillors involved in the administration or operation of the planning process (including planning enforcement).

They cover topics including the role of officers and members, contact with applicants, developers and objectors, how to support a ward resident in relation to a planning application, speaking at public meetings and more. Each document is slightly different as the rules and guidelines that apply to planning committee members are different to those that apply to non-committee members in some circumstances.

The fundamental purpose of both documents is to ensure that all planning decisions are fair, impartial and well balanced. The protocols give members guidance on how to play a positive part in the planning process.

### Issues

Three issues have arisen that the committee is being asked to discuss and feedback their views on at the 19 December 2023 meeting:

- How to process member call-ins following a member departure, either because of an election seat change, bi-election seat change, standing down or death.
- How to provide member support for both views (objectors and applicants) in single member wards or in wards where only one member is not a member of the planning committee.
- Speaking times at committee and whether the current time limits are effective and appropriate.

### Future actions

The feedback and comments made by the O&S committee will be documented and provided to the cabinet member for housing & the local plan and the planning committee for discussion and decision.

### Risks

N/a

### Key benefits and outcomes

Amending the planning committee member protocol and the guidance for non-planning committee members would seek to make the process more efficient and supportive for customers and the council.

For more information email [lizzie.barton@lichfielddc.gov.uk](mailto:lizzie.barton@lichfielddc.gov.uk)