

MALVERN HILLS

Process of Planning Committee meetings

Planning Committee meetings use the following process:

1. The Planning Committee agenda papers are normally published online 5 working days before the Planning Committee meeting.
2. The agenda papers include a report from officers on each of the planning applications to be considered by the Planning Committee. The reports set out an officer recommendation and the reasoning behind this.
3. The Supplementary Update Sheet is often emailed out or made available on the day of the Planning Committee meeting - containing information received after publication of the Planning Committee agenda papers.
4. The Planning Committee meeting will start at 6pm.
5. The Planning Committee Chairman will open the meeting and make introductions.
6. The meeting will be audio recorded live and a recording of the meeting will be attached to the minutes and put on the council's web site generally within a week of the meeting.
7. Planning applications are taken usually in agenda order.
8. The planning officer will give a presentation of the application, outlining what is proposed and finishing with the recommendation.
9. If necessary, the committee will be given time at the meeting to consider supplementary information.
10. Any public speaking will then be heard.
11. There are 3 minutes available to the parish council, supporters and objectors. Where there is more than one speaker for each slot the 3 minutes for that slot will be shared.
12. When public speaking is complete the speakers cannot take part in any further debate on the planning application.
13. The relevant local ward councillor sometimes speaks on behalf of local residents.
14. Planning Committee members then debate the matter.
15. The planning officer, or others in attendance (e.g. solicitor) will provide clarification and advice if asked by the Chairman or by a Planning Committee member through the Chairman.
16. In the majority of cases at some point in the debate a member of the committee will propose/move the officer recommendation set out in the report. Another member of the committee is required to second the motion to take the recommendation(s) to the vote.
17. However, sometimes a member of the committee may propose/move an alternative recommendation (which can be a simple variation or addition to the printed recommendation but can also be a proposal/motion which serves to overturn the officer recommendation).
18. Any alternative recommendation needs to be seconded by another member of the committee and then voted upon.
19. If the alternative recommendation is approved the decision will stand.
20. If the alternative recommendation is not supported the committee will return to consider the printed recommendations.
21. The chairman does vote but in addition does have a casting vote if the vote is tied.
22. The committee takes a vote by a show of Voting Cards to make a decision - the vote is recorded and announced by the Chairman.