MCC Planning Delegation Panel process

Officer Process

The plan is to have Panel on a weekly basis, normally each Thursday at approximately 9:15am apart from the week where there is a Committee.

1. There is a Panel planner in the Outlook calendar. Please book the application you want to proceed to that Panel date in the outlook calendar. There are four slots to fill each week but these can be added to if necessary. You can also raise cases to be considered at the Thursday morning Committee/ Panel planning meeting where they will be added to the planner.

2. Case officers must ensure their completed and checked reports are sent to their line manager by the Friday morning before the following Panel to ensure adequate time for the agenda to be prepared.

3. The reports are checked and agreed to go on the agenda by the Development Services Manager (DSM) /DM Area Managers by the Friday afternoon before the Panel.

4. The Team Manager/ DM Services Manager send the reports and agenda by email to the following on the Friday before the Panel:
    - The three Panel Members (currently Phil Murphy, Dale Rooke and Ann Webb)
    - The Local Member;
    - The town or community council clerk.

   The case officer will advise the parties of the following:

   "The Delegation Panel of the Council will be meeting on Thursday xx/xx/202x to consider the application DM/20xx/xxxxx.

   During their consideration of the application, the Panel will take into account the written comments that have already been made before they make their decision on whether the application can be delegated to officers to determine or should be referred to Committee for determination.

   This email is notification of the date of the Panel only.

   The Local Member may attend the Panel but should contact the Chair and officers to agree and arrange this."

5. Once the agenda is agreed, the officer report to the Delegation Panel is then published online by the case officer so the report can be viewed via Public Access. The report must include the date of the Panel that the application is to be considered. It should be indexed (labelled on the DMS) as 'Officer Report to Delegation Panel xx/xx/20xx.'

6. By the end of Friday before each Panel the case officer will prepare some PowerPoint slides containing the following information for each application:

- A **small** number of photographs of the site The key plans including an OS site plan to show the site in context
- A small number of bullet points to make clear the primary material considerations of the proposal

These should be saved in the Applications folder for each item and the DSM/ Area Team Managers should be advised when this has been done. JPGs are the best format to save the documents in for the presentation.

<u>The Meeting</u>

At the Panel Meeting (conducted in person or virtually via Teams, or via a hybrid meeting where some participants are in person and some online):

i) The DSM, DM Area Manager or where appropriate, the case officer shall present each application on the agenda to the Panel. The Panel Members may ask the officers questions for clarification. The Panel Members will then come to a view on the proposal and decide whether a) the application can be delegated to officers to determine as per the recommendation, or b) be referred to Planning Committee for determination.

ii) The meeting outcomes shall be saved on the DM Team's IT system.

iii) At the discretion of the Chair, the Panel may agree to meet an applicant and a third party on site where it is considered that certain planning issues warrant more detailed, direct discussion. This will, however, be the exception rather than the norm in that the officer report and presentation should normally be sufficient in setting out the planning issues and in coming to a balanced recommendation. If this circumstance applies, the applicant and third parties will be invited to make their views to the Panel Members separately before the Panel Members debate the proposal and make a decision as set out in part i) above.

PT 12/12/2024