

**Scheme for Public Participation at Planning Committee Review –
Terms of Reference**

Introduction

An Overview and Scrutiny Working Group comprising seven Members will be asked to work with Officers to review the Scheme for Public Participation at Planning Committee following the Council's decision to introduce a scheme for a one year trial period commencing in May 2015.

Purpose of the Review

- To undertake an assessment of how the Scheme for Public Participation at Planning Committee has worked since its introduction at the Planning Committee meeting in June 2015.
- To inform the Council as to whether the scheme should continue and, if so, whether any amendments need to be made.

Consultees

- a) Users of the scheme
 - i) Parish/Town Councils;
 - ii) members of the public speaking in support or objection of applications; and
 - iii) Ward Councillors who are not Members of the Planning Committee.
- b) Officers involved in the administration of the scheme
 - i) Planning
 - ii) One Legal
 - iii) Democratic Services
- c) Members of the Planning Committee

Process

- To receive and consider representations from the consultees listed above.
- To review other schemes, identify best practice and undertake a comparison with the Council's scheme.

Timetable

Working Group Meeting 1	Tuesday 1 March PM
Working Group Meeting 2	Monday 7 March PM
Working Group Meeting 3	Thursday 17 March 2.00pm
Working Group Meeting 4	Thursday 31 March 2.00pm
Overview and Scrutiny Committee	Tuesday 12 April 2016 4.30pm
Planning Committee	Tuesday 10 May 2016 9.00am
Council	Tuesday 17 May 2016 6.00pm

Outcome

A full review of the Scheme for Public Participation at Planning Committee and a report to Council recommending whether or not the scheme should continue and, if so, whether any amendments to the scheme should be made.