

DEVELOPMENT MANAGEMENT COMMITTEE

A REMIT AND POWERS

- 1 With the exceptions of applications referred to the West Lothian Planning Committee and the council's functions under the High Hedges (Scotland) Act 2013, in relation to matters which are the responsibility of the council's Planning Service:-
 - a) Determination of planning and other regulatory applications
 - b) Issuing of notices, certificates and orders
 - c) Taking enforcement action, including emergency or urgent action, in relation to allegations of breach of consent, permission or other controls
- 2 Considering and approving appeal submissions in cases where a decision was previously made by the committee contrary to officers' recommendations.
- 3 Authorising the making of representations, including objections, on behalf of the council in relation to applications in neighbouring council areas where the council has been consulted.
- 4 Responding on behalf of the council to statutory consultations and notifications of licence applications for windfarm developments.

B MEMBERSHIP

- 1 9 members (3 Labour, 3 SNP, 2 Conservative, 1 Independent).
- 2 All members require to undergo induction and regular refresher training as arranged by the relevant Depute Chief Executive, and shall not sit at meetings of the Committee unless they have attended such training to the satisfaction of the Clerk.

C QUORUM AND VOTING

- 1 3 members.
- 2 Voting at meetings of Development Management Committee shall be conducted by a roll call vote.

D SUBSTITUTES

- 1 Substitutes are not allowed.

E MEETINGS (SUBJECT TO STANDING ORDER 41)

- 1 Scheduled meetings every 4 weeks, or as near thereto as is practicable, throughout the calendar year, including the summer recess.
- 2 Where there is no business to be brought to a scheduled meeting, the Clerk, in consultation with the Chair, and prior to the notice calling the meeting being issued, may cancel that scheduled meeting.

F REPORTING ARRANGEMENTS

- 1 Minutes to be reported to and approved at the next meeting of the Committee.

G MISCELLANEOUS

- 1 Site visits for members of the Committee are to be arranged by the Depute Chief

Executive for Education, Regulatory and Area Services in consultation with the Chair. Not all sites will be visited, and attendance at site visits is not compulsory for members of the Committee.

- 2 The Scheme of Delegations to Officers confers on the Depute Chief Executive for Education and Planning and the Head of Planning, Economic Development & Regeneration a power to determine applications in certain circumstances. Decisions proposed to be made by officers shall, where required by the Scheme of Delegation, be circulated to members on a weekly list, and items of business will only be brought to the Committee when called to committee or in other circumstances where those delegated powers do not apply.
- 3 The Depute Chief Executive for Education, Regulatory and Area Services is responsible for issuing Advice Notes to applicants and objectors explaining the rules about objections and hearings at meetings of the Committee, advising interested parties of the date of the meeting when their case will be brought to Committee, and for preparing a list of those who desire to, and who are entitled to, appear at those meetings.
- 4 Hearings at meetings of the Committee are conducted in accordance with a standard procedure. The procedure will be notified to interested parties in advance of and at meetings of the Committee by the Depute Chief Executive for Education, Regulatory and Area Services.
- 5 Where Members move a position against officers' recommendations or against the terms of the development plan then those who move and second the motion shall provide a statement of their planning reasons for that position before a vote is taken, and the Clerk shall note and minute those reasons.
- 6 For appeal submissions in cases where the decision was contrary to officers' recommendation the Depute Chief Executive for Education, Regulatory and Area Services, in consultation with the Chief Solicitor, shall prepare, or procure the preparation of, the appeal submission. Prior to submitting the statement of the Council's case, the Chair and ward Members shall be consulted. If required, the submission may be made through the use of Standing Order 31.