



CABINET (LOCAL PLAN) COMMITTEE

Monday 4 December 2017

4.30pm

Walton Suite, Guildhall, Winchester

PROCEDURAL ITEMS

1. **Apologies**
To record the names of apologies given.
2. **Disclosure of Interests**
To receive any disclosure of interests from Members and Officers in matters to be discussed.
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.
3. **To note any request from Councillors** to make representations on an agenda item under Council Procedure Rule 35.
Note: Councillors wishing to speak about a particular agenda item are requested to advise the Democratic Services Officer before the meeting. Councillors will normally be invited by the Chairman to speak immediately prior to the appropriate item.
4. **Minutes** of the previous meeting held on 30 June 2017 (attached for Committee Members only*)

BUSINESS ITEMS

- | | <u>Report Number</u> |
|--|----------------------|
| 5. Public Participation – to receive and note questions asked and statements made from members of the public on issues relating to the responsibility of this Committee (see note overleaf). | |
| 6. Winchester District Traveller Development Plan Document – Approval of Plan for Publication and Submission for Examination
Key Decision | CAB2965(LP) |
| 7. Update on Local Development Scheme
Key Decision | CAB2994(LP) |

26 October 2005

24 November 2017 - Agenda Contact: Nancy Graham Tel: 01962 848 235

email: ngraham@winchester.gov.uk

*Agenda, reports and previous minutes available on the Council's Website via the following link:
www.winchester.gov.uk

Membership

The Committee's membership is the Portfolio Holder for Built Environment (Councillor Brook) – Chairman, plus Councillors Horrill, Humby and Warwick (Reserve: Miller).

In the event of any of the standing or deputy members not being available for a particular meeting, another member of Cabinet will be selected in alphabetical rotation by the Head of Legal and Democratic Services to substitute for the standing member.

Quorum = 3 Members

Other invited attendees

In addition, the following standing list of Councillors be invited to attend and offer views at meetings of the Committee:

- (a) Chairman of the Planning Committee (Councillor Ruffell) plus Councillors Bell, Evans and Read (Deputy: Rutter).
- (b) Ward Councillors, where appropriate.
- (c) Representative from the South Downs National Park Authority.

Terms of Reference

Included within the Council's Constitution (Part 3, Section 2) which is available [here](#)

Cabinet (Local Plan) Committee Public Participation Procedure

Public Participation

Public participation will be permitted at the Chairman's discretion, in accordance with the Committee's adopted public participation procedure.

Whilst this procedure sets out the usual arrangements, it is recognised that on certain occasions, a more flexible approach to the involvement of non-Committee Members will be required. In these circumstances, the Chairman can use his/her discretion to waive the adopted public procedure rules as set out below.

Public Participation Procedure

General

1. There will be a period of 10 minutes maximum at the beginning of each Committee meeting when the Chairman will invite the public, including local interest groups, to raise any general matters of interest and/or matters relating to the work of the Committee. Detailed matters related to agenda items will not be accepted at this point, as there will be an opportunity for these comments to be heard later in the meeting. As is the usual practice for general public

participation, however, officers and Members may not be able to immediately respond at the meeting to points raised by the public where these relate to non-agenda items.

Consideration of Individual Agenda Items

2. After an officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of up to ten minutes (subject to extension at the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups, will be able to make comments or ask questions directly relating to the agenda item and contents of the officer report.
3. An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will be encouraged to agree the allocation of the maximum ten minute period for public participation. The Committee Administrator will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speaking process, and may limit individual speakers to less than three minutes, or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minutes limit allowed for the public to discuss an agenda item will be at the discretion of the Chairman.
4. There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter is then passed to Committee Members.
5. Members and Officers will not provide an immediate response to public comments raised from the floor. All comments and queries will be noted and the Chairman will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst Committee members that follows.
6. Members of the public should wherever possible contact the Committee Administrator before the start of the meeting (preferably by telephone or email prior to the day of the meeting), so that as many people who wish to speak can be accommodated during the public participation sessions.

Non-Committee Members contributions on Individual Agenda Items

7. Once the period of public participation has drawn to a close, there will be an opportunity for elected Members who are not on the Committee, but who have been specifically invited to attend (i.e. Chairman of Planning Development Control Committee, other named invited Members and Ward Members where appropriate) to speak in advance of general discussion and debate amongst Committee members, at the Chairman's discretion.
8. Once specifically invited Councillors have spoken, any other elected Members who are not on the Committee will have the opportunity to speak, at the Chairman's discretion.

Committee Debate and Vote

9. The Chairman will subsequently invite questions and open the discussion and debate to all Cabinet Committee Members and will invite officers and/or Members to respond to any public or any Councillor comments raised earlier. Where appropriate, a vote will be taken by Cabinet Committee Members to reach a formal decision on the agenda item.