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# Uttlesford District Council

Chief Executive: Peter Holt

## Planning Committee Working Group

**Date:** Wednesday, 18th January, 2023

**Time:** 2.00 pm

**Venue:** Microsoft Teams

**Chairman:** Councillor S Merifield

**Members:** Councillors P Fairhurst, R Freeman, M Lemon, J Loughlin and R Pavitt

### AGENDA PART 1

#### Open to Public and Press

**1 Apologies for Absence and Declarations of Interest**

To receive any apologies for absence and declarations of interest.

**2 Minute of the Previous Meeting**

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To consider the minutes of the previous meeting.

**3 DLUHC Performance and Improvement Action Plan**

To discuss the DLUHC Performance and Improvement Action Plan.

**For information about this meeting please contact Democratic Services**

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# Agenda Item 2 Public Document Pack

**PLANNING COMMITTEE WORKING GROUP held at TEAMS, on WEDNESDAY, 16 NOVEMBER 2022 at 2.00 pm**

Present: Councillor S Merifield (Chair)  
Councillors R Freeman, M Lemon and R Pavitt

Officers in attendance: N Brown (Development Manager), D Hermitage (Director of Planning), A Lindsell (Democratic Services Officer) and P Swarn (Lawyer)

## 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillor Loughlin.

There were no declarations of interest.

## 2 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 5 October 2022 were approved as an accurate record.

## 3 **APPEAL TRAINING SAFE SPACE**

The Development Manager said:

- That there was a need to provide a vehicle for members and officers to talk through appeal decisions in a safe space
- Currently members only received appeal decisions in their ward. He proposed that in future all appeal decisions that had been considered by the Planning Committee would be forwarded to all members of the Planning Committee and the relevant portfolio holder
- When an appeal decision was received case officers were required to enter a line summary into the database to aide trend monitoring. Remedial work was underway to bring this practise up to date
- Six monthly appeal workshops would be introduced, with the first one being scheduled for January 2023
- The training timetable had slipped and needed to be addressed
- The Principal Urban Designer had offered to organise the Members tour, which it was agreed would take place in late February 2023.

Members said:

- That the appeals workshop would be of value
- That their preference would be for in person training for the workshops
- It would be useful to also analyse the rationale behind the Inspector`s appeal decisions

The Director of Planning said that the training was being set up with the Planning Advisory Service and that topics would include tilted balance and the five year land supply.

The Chair said that training should be established throughout the year as a permanent feature.

Members said that they thought that the training for Planning Committee members should be mandatory.

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## **S62A PROCEDURE**

The Development Manager said that:

- He had been unable to prepare the S62a aide memoire due to other work commitments
- That it would be useful to have a bullet point aide memoire to be handed out to members and Parish Councils to also share with residents so that they understood the S62a process
- He would ask the Interim Team Leader and her team to prepare the document, to be shared as a draft next week at Planning Committee, which could also be shared with the villages that are currently considering S62a applications. It would then go to PCWG and on to the Planning Committee for consideration

Members said that the document would be very helpful for parish councils who could not be expected to be informed on complex planning matters by rote.

Members agreed that the next meeting of the PCWG would be held on 18 January 2023.

*The meeting ended at 14:50.*