



Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP
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DX28340 Oakham

Members of Rutland County Council District Council are hereby summoned to attend the **TWO HUNDRED AND SIXTY SEVENTH MEETING OF THE COUNCIL** to be held in the Council Chamber at Catmose, Oakham on **13 November 2017 commencing at 7.00 pm**. The business to be transacted at the meeting is specified in the Agenda set out below.

Prior to the commencement of the meeting, the Chairman will offer the opportunity for those present to join him in prayers.

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/haveyoursay

Helen Briggs
Chief Executive

A G E N D A

1) APOLOGIES

To receive any apologies for absence from Members.

2) CHAIRMAN'S ANNOUNCEMENTS

To receive any announcements by the Chairman.

3) ANNOUNCEMENTS FROM THE LEADER, MEMBERS OF THE CABINET OR THE HEAD OF PAID SERVICE

To receive any announcements by the Leader, Members of the Cabinet or the Head of Paid Service.

4) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any disclosable interests under the Code of Conduct and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

5) MINUTES OF PREVIOUS MEETING

To confirm the Minutes of the 266th meeting of the Rutland County Council District Council held on 9 October 2017.

6) PETITIONS, DEPUTATIONS AND QUESTIONS FROM MEMBERS OF THE PUBLIC

To receive any petitions, deputations or questions received from members of the public in accordance with the provisions of Procedure Rule 28. The total time allowed for this is 30 minutes. Petitions, deputations and questions will be dealt with in the order in which they are received and any which are not considered within the time limit shall receive a written response after the meeting.

7) QUESTIONS FROM MEMBERS OF THE COUNCIL

To receive any questions submitted from Members of the Council in accordance with the provisions of Procedure Rules 30 and 30A.

8) CALL-IN OF DECISIONS FROM CABINET MEETINGS DURING THE PERIOD FROM 7 October 2017 to 10 November 2017 (INCLUSIVE)

To determine matters where a decision taken by the Cabinet has been referred to Council by the call-in procedure of Scrutiny Panels, as a result of the decision being deemed to be outside the Council's policy framework by the Monitoring Officer or not wholly in accordance with the budget by the Section 151 Officer, in accordance with the provisions of Procedure Rules 206 and 207.

9) REPORT FROM THE CABINET (Pages 5 - 10)

To receive Report No. 198/2017 from the Cabinet on recommendations referred to the Council for determination and to note the Key Decisions taken at its meetings held on 10 October 2017 and 17 October 2017.

10) REPORTS FROM SCRUTINY COMMISSION / SCRUTINY PANELS

To receive the reports from the Scrutiny Commission / Scrutiny Panels on any matters and to receive questions and answers on any of those reports.

11) JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

To receive reports about and receive questions and answers on the business of any joint arrangements or external organisations.

12) APPOINTMENT OF INDEPENDENT PERSONS (Pages 11 - 12)

To receive Report No.196/2017 from the Monitoring Officer.

13) MEMBERS ALLOWANCE SCHEME (Pages 13 - 18)

To receive Report No. 206/2017 from the Director for Resources.

14) CHANGES TO THE CONSTITUTION (Pages 19 - 26)

To receive Report No. 200/2017 from the Monitoring Officer.

15) EXCLUSION OF THE PUBLIC AND PRESS

Council is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 3 and 4 of Part 1 of Schedule 12A of the Act.

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph 4: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

16) PLACES DIRECTORATE (Pages 27 - 42)

To receive Report No. 194/2017 from the Chief Executive.

17) ANY URGENT BUSINESS

To receive items of urgent business which have been previously notified to the person presiding.

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TO: MEMBERS OF THE COUNCIL

Mr K Bool – Chairman of the Council

Mr E Baines – Vice-Chairman of the Council

Mr I Arnold
Mr O Bird
Miss R Burkitt
Mr R Clifton
Mr W Cross
Mr R Foster
Mr R Gale
Mr J Lammie
Mr T Mathias
Mr C Parsons
Mr A Stewart
Mr A Walters

Mr N Begy
Mr G Brown
Mr B Callaghan
Mr G Conde
Mr J Dale
Mrs J Fox
Mr O Hemsley
Mr A Mann
Mr M Oxley
Mrs L Stephenson
Miss G Waller
Mr D Wilby

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THE COUNCIL'S STRATEGIC AIMS

Sustainable Growth

Safeguarding

Reaching our Full Potential

Sound Financial and Workforce Planning

COUNCIL

13 November 2017

CABINET RECOMMENDATIONS TO COUNCIL

Report of the Cabinet

Strategic Aim:	All	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Natasha Taylor, Acting Manager - Corporate Support	01572 720991 ntaylor@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

1. That Council notes the Key Decisions made by Cabinet since the publication of the agenda for the previous ordinary meeting of the Council on 9 October 2017, as detailed in Appendix A to this report.

2. That Council approves the recommendations from Cabinet:
 - i) that the discount for uninhabitable homes be removed and full Council Tax charged from 1st April 2018.
 - ii) that the discounts for empty homes be removed and full Council Tax charged from 1st April 2018.
 - iii) that the premium for long term empty homes be set at 50% from 1st April 2018.

17 October 2017
Decision No. 350
Report No. 165/2017
TECHNICAL REFORM OF COUNCIL TAX REVIEW

1 PURPOSE OF THE REPORT

- 1.1 To consider the recommendations of Cabinet since the publication of the agenda for the previous ordinary meeting of the Council on 9 October 2017.
- 1.2 To report to Council the Key Decisions made by Cabinet since the publication of

the agenda for the previous ordinary meeting of the Council on 9 October 2017, as detailed in Appendix A to this report.

2 BACKGROUND AND MAIN CONSIDERATIONS

2.1 As outlined in report number 165/2017.

2.2 The Key Decisions Listed in Appendix A have already been taken and can be found in the Cabinet Record of Decisions for the meeting of 10 October 2017 and 17 October 2017.

3 CONSULTATION

3.1 As outlined in report number 165/2017.

3.2 Consultation for key decisions is included in the reports for the meetings of Cabinet referred to in Appendix A.

4 ALTERNATIVE OPTIONS

4.1 The only other option would be to not receive the Cabinet's report to Council. However Procedure Rule 246.3 of the Constitution requires the submission of the report.

5 FINANCIAL IMPLICATIONS

5.1 Any financial implications are outlined in report 165/2017, or contained in the reports referred to in Appendix A.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 As outlined in report 165/2017.

6.2 The Key Decisions listed in Appendix A have already been taken and the record is for Council's information only.

7 EQUALITY IMPACT ASSESSMENT

7.1 As outlined in report 165/2017, or contained in the reports referred to in Appendix A.

8 COMMUNITY SAFETY IMPLICATIONS

8.1 Any Community Safety implications are outlined in report 165/2017, or contained in the reports referred to in Appendix A.

9 HEALTH AND WELLBEING IMPLICATIONS

9.1 Any Health and Wellbeing implications are outlined in report 165/2017, or contained in the reports referred to in Appendix A.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

10.1 That Council notes the report and considers the recommendations from Cabinet in

order to ensure the procedure rules in the Constitution are followed.

11 BACKGROUND PAPERS

11.1 Cabinet Record of Decisions: 10 October 2017 and 17 October 2017.

12 APPENDICES

12.1 Appendix A - Key Decisions Made by Cabinet since the Previous Ordinary Meeting of the Council.

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Council
13 November 2017

Key decisions made by the Cabinet since the Agenda for the Ordinary Meeting of the Council on 9 October 2017. These decisions have already been taken and this record is for Council's information only:

Date	Key Decision No.	Title	Decision
10 October 2017	341	OAKHAM TOWN CENTRE	<ol style="list-style-type: none"> 1. Cabinet APPROVED the vision for Oakham Town Centre as the unique, attractive and vibrant heart of the county. 2. Cabinet APPROVED the selection of Option A (one-way), as the preferred design to be taken forward for detailed design.
07 October 2017	348	FUTURE PROVISION OF HEALTHWATCH SERVICES	<ol style="list-style-type: none"> 1. Cabinet APPROVED the recommended service model of Healthwatch provision for Rutland. 2. Cabinet APPROVED the recommendation for Healthwatch services from 1st April 2018 to be awarded via a procurement process. 3. Cabinet AUTHORISED the Director for People, in consultation with the Cabinet Member with portfolio for Health and Adult Social Care, to award the contract resulting from this procurement in line with the Award Criteria as set out in Appendix C to Report No. 186/2017.
17 October 2017	349	CAPITAL MAINTENANCE - SCHOOLS	<ol style="list-style-type: none"> 1. Cabinet AUTHORISED: <ol style="list-style-type: none"> i. The release of up to £410k of School Condition Allocation (previously known as Capital Maintenance Fund) to support the overall programme during Financial Years 2017/18 and 2018/19. ii. The Head of Property Services in consultation with the Portfolio Holder for Growth, Trading Services and Resources and the Director for Resources to manage the programme of works and commit funding within an overall budget of £410k. iii. The Head of Property Services in consultation with the Portfolio Holder

Date	Key Decision No.	Title	Decision
			<p>for Growth, Trading Services and Resources to agree the scope of work necessary to support the conversion of schools to Academies.</p> <p>iv. The Head of Property Services in consultation with the Portfolio Holder for Growth, Trading Services and Resources and the Director for Resources to agree the transfer of funds at a suitable point to a school undergoing Academisation.</p> <p>v. The Head of Property Services in consultation with the Portfolio Holder for Growth, Trading Services and Resources and the Director for Resources to agree a contribution of up to 10% of the works costs on an annual basis to support the Locally Co-ordinated Voluntary Aided Programme grant at St Mary's and St John's at North Luffenham during Financial Years 2017/18 and 2018/19.</p>

COUNCIL

13 November 2017

APPOINTMENT OF INDEPENDENT PERSON

Report of the Monitoring Officer

Strategic Aim:	Sound Financial and Workforce Planning	
Exempt Information	No	
Cabinet Member(s) Responsible:	N/A	
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358 dmogg@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Council:

1. Approves the extension of Mr Gordon Grimes' and Mr Ian Shatford's appointment as Independent Persons to 1 May 2019.

1 PURPOSE OF THE REPORT

- 1.1 To obtain approval for extending the end date of the appointment of both of the Council's Independent Persons in order to remain resilient in this area.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Localism Act 2011 requires a relevant authority to make provision for the appointment of at least one Independent Person, whose views are sought, and taken into account, by the authority, before it makes a decision on a complaint regarding the conduct of members of the County Council or any of the parish councils within Rutland.
- 2.2 The Independent Persons assist the Council in promoting and maintaining high standards of conduct amongst its elected and co-opted members and town and parish Councillors.
- 2.3 The Council has appointed two individuals to act as Independent Persons in this regard. Mr Shatford and Mr Grimes were appointed by Council in July 2012 and April 2014 respectively.
- 2.4 Mr Grimes and Mr Shatford have both indicated that they are willing to continue in the role of Independent Person until May 2019.

3 CONSULTATION

3.1 The current Chairman of the Conduct Committee, Mr A Stewart, has been consulted and is in support of the extension of these appointments.

4 ALTERNATIVE OPTIONS

4.1 Although the Council can retain just one Independent Person, it is preferable to retain two in case an Independent Person is unavailable or perhaps conflicted out of a particular matter.

5 FINANCIAL IMPLICATIONS

5.1 The financial implications arising from this report are minimal; the Independent Persons are not paid an allowance, but may claim expenses.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 Section 28 of the Localism Act 2011 requires a relevant authority to make provision for the appointment of at least one Independent Person “whose views are to be sought, and taken into account, by the authority before it makes its decision on an allegation that it has decided to investigate”.

7 EQUALITY IMPACT ASSESSMENT

7.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

8 COMMUNITY SAFETY IMPLICATIONS

8.1 There are no community safety implications.

9 HEALTH AND WELLBEING IMPLICATIONS

9.1 There are no health and wellbeing implications.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

10.1 It is proposed that the extension of these appointments until the end of this Council in May 2019 is appropriate, after which time the Council will be asked to consider whether to further extend the appointments or to undertake a recruitment exercise in order to appoint to these roles.

11 BACKGROUND PAPERS

11.1 There are no background papers.

12 APPENDICES

12.1 There are no appendices.

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COUNCIL

14 November 2017

MEMBERS ALLOWANCES SCHEME

Report of the Director for Resources

Strategic Aim:	All		
Exempt Information	No		
Cabinet Member(s) Responsible:	Mr T Mathias, Leader of the Council		
Contact Officer(s):	Debbie Mogg, Director for Resources	01572 758358	dmogg@rutland.gov.uk
Ward Councillors	Not Applicable		

DECISION RECOMMENDATIONS

1. That the Welland Remuneration Panel is commissioned to undertake an independent review of Members' Allowances as per the terms of reference at Appendix A
2. That a budget of £2,000 is approved in 2018/19, to be funded from the general fund, for the cost of the review.

1 PURPOSE OF THE REPORT

- 1.1 To consider the timing and scope of a review of Members' Allowances.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 A review of Members' Allowances was last undertaken in 2014/15 and considered by Council January 2015 (Report 10/2015 refers).
- 2.2 At the time, the Independent Member Allowances Panel recommended no changes to allowances, and this was accepted by the Council. Draft terms of reference have been prepared and are shown at **Appendix A**.
- 2.3 The Panel also recommended that
 - a) All allowances should be index linked to Officers' NJC pay awards with effect from the beginning of the 2015/16 municipal year; and
 - b) That future independent reviews of the scheme should take place every four years prior to implementation at the beginning of each new term of Council

Neither of these recommendations were accepted by Council. Consequently, there is no decision in place about when the next review should take place.

2.4 Prior to the decision in 2015, there had been no review of the scheme of allowances since 2007. If no further review is undertaken, by the time of the next election in May 2019, there will have been no change to Members Allowances for 12 years.

2.5 The continued success of the Council is reliant on the attraction and retention of high quality candidates for election in 2019. Undertaking a review of Members' Allowances in advance of the election will provide an assessment of whether changes are needed to ensure that the level of allowance does not deter candidates from wishing to become a Councillor, particularly from diverse and under-represented groups.

2.6 It is therefore recommended that a review be undertaken in advance of the next Council term, which commences in May 2019.

2.7 The Council maintains an independent Member Allowances Panel, and this is shared with the other Authorities that were part of the former Welland Partnership. The appointment of the panel was approved by Council in July 2016, for a period of 4 years (report 115/2016 refers).

2.8 The potential for a review has been discussed with the Chair of the Panel. If Council agrees to proceed with the review, the preliminary work would commence in February/March 2018. This could include a workshop for all Members to hear from the Panel about their role and the review, and for Members to share early views with them.

3 CONSULTATION

3.1 No consultation has been undertaken. Members' views will be sought as part of the review if it proceeds.

4 ALTERNATIVE OPTIONS

4.1 As there is no legal requirement to undertake a review at this time, the Council could choose not to do so, and to leave the Scheme of Allowances as it is.

5 FINANCIAL IMPLICATIONS

5.1 The Chair of the Panel agreed fixed costs with the partnership authorities at the time of the re-appointment in July 2016. For a full review, the cost is £2,000. This is made up as follows and is inclusive of travel, subsistence and any other out of pockets expenses:

- Full Review £1,000
- Chair's Final Report £500
- Presentation of report to Full Council £500

5.2 There is no budget in place for a review, therefore Council is asked to approve the release of £2,000 from the general fund in 18/19 to cover the expenditure.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 1021) and subsequent amendments to the regulations (SI 2003/1022 and SI 2003/1692 ["the Regulations"]) require all local authorities to set up and maintain an advisory Independent Remuneration Panel to review and provide advice about the allowances to be paid to Members. All Councils are required to convene their Remuneration Panel and seek its advice before they make any changes or amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members Allowances Scheme.
- 6.2 A Scheme of Members' Allowances may make provision for an annual adjustment of allowances to be ascertained by reference to an index. The scheme must be publicised each year, whether or not it has been amended. Where the only change made to a scheme is that caused by the annual impact of the index contained within that scheme, the scheme shall not be deemed to have been amended and thus the authority will not have to seek a recommendation from its Remuneration Panel.
- 6.3 Where a recommendation is made that allowance levels should be determined according to an index, the Panel must recommend how long the index should run before reconsideration. In any case, an index may not run for more than four years before a further recommendation on it is sought from an Independent Remuneration Panel.

7 EQUALITY IMPACT ASSESSMENT

- 7.1 An Equality Impact Assessment (EqIA) has not been completed as there is no decision on the nature of the scheme at this time. The decision is whether to proceed with a review.

8 COMMUNITY SAFETY IMPLICATIONS

- 8.1 None identified

9 HEALTH AND WELLBEING IMPLICATIONS

- 9.1 None identified

10 BACKGROUND PAPERS

- 10.1 None

11 APPENDICES

- 11.1 Appendix A – Draft Terms of Reference for Review of Members Allowances

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Draft Terms of Reference for Review of Members' Allowances

The Council ask that the Independent Panel make recommendations on:

- i. The amount of Basic Allowance that should be payable to elected Members and the expenses it should include
- ii. The responsibilities or duties that should lead to the payment of a Special Responsibility Allowance (SRA) and the amount of such an allowance
- iii. The scope and level of travel and subsistence allowances and the terms and conditions by which this may be paid
- iv. The scope and level of the Dependents' Carer's Allowance
- v. Arrangements for addressing other Council related costs including telecommunications and provision of other items necessary to support Members in carrying out their roles
- vi. The application of indices to allowances payable and if so what the relevant indices should be
- vii. Any other issues that are brought to the Panel's attention

In making their recommendations, the Panel is asked to take into account a number of general principles that the scheme should adhere to:

- i. Provide reasonable recompense for the significant time commitment and duties involved in being a Councillor, after allowing for an element of public service
- ii. Reflect the considerable time which the average Councillor spends on casework, local parish/community work and other Council work
- iii. Recognise the additional duties and responsibilities of key office holders
- iv. Be perceived as fair, in terms of relevant comparisons with other unitary authorities and public bodies
- v. Be simple and easy to understand and cost effective to operate
- vi. That the level of allowance should not be a deterrent to potential candidates from diverse and under represented groups who may wish to stand to become elected Members.

In undertaking the review the Panel is asked to take into account:

- i. Allowances schemes from authorities that are comparable to Rutland County Council
- ii. The views of Members, both written and oral

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COUNCIL

13 November 2017

CHANGES TO THE CONSTITUTION

Report of the Monitoring Officer

Strategic Aim:	N/A	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr T Mathias, Leader, Portfolio Holder for Finance and Places (Highways, Transport and Market Towns)	
Contact Officer(s):	Debbie Mogg, Monitoring Officer	01572 758358 dmogg@rutland.gov.uk
Ward Councillors	Not Applicable	

DECISION RECOMMENDATIONS

That Council:

1. Approves the amendment of Procedure Rule 28 (4)(a) of the RCC Constitution as detailed in Appendix A.
2. Approves the amendment of the RCC Public Speaking Scheme as detailed at para. 2.4.

1 PURPOSE OF THE REPORT

- 1.1 To approve the amendment of the constitution in order to clarify the rules regarding speaking at Full Council in relation to a referral under Procedure Rule 110.
- 1.2 To update the Public Speaking Scheme to clearly state the rules regarding inappropriate language and/or behaviour.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The rules regarding speaking at Full Council require updating and clarifying following the implementation of the Public Speaking Scheme for Planning approved by Full Council in May 2017.
- 2.2 There is a distinction between Planning Applications already considered by the Planning and Licensing Committee and referred to Council under Procedure Rule 110 and those where the application has not previously been considered by the

Council, which will determine a person's right to speak at the meeting. The rules require simplifying to ensure that this distinction is made clear.

2.3 Procedure Rule 28 (4) (a) currently states that where a planning application is referred under PR110, only those that "spoke as the applicant or their agent shall be entitled to speak at the Council meeting at which the planning application is to be considered". It is proposed that this is amended so that anyone who spoke at the original planning meeting, should also be allowed to speak at the Council meeting considering the referral. No additional speakers/deputations will be permitted in relation to the referred application. The proposed amendments are detailed in Appendix A to this report.

2.4 Following the occurrence of offensive language being used at a Planning and Licensing Committee meeting it is proposed that the Public Speaking Scheme requires amendment to ensure it is more explicit regarding unacceptable behaviour and the action the Chairman may take. It is proposed that additional wording be added to the scheme as detailed below:

The Planning and Licensing Committee takes place in public so please be courteous and polite as you would at any similar public place. Any remarks should relate to the subject matter only and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures.

Use of inappropriate, offensive or aggressive language and/or behaviour will not be tolerated. Should unacceptable behaviour persist, the Chairman reserves the right to order that the speaker leave the meeting.

3 CONSULTATION

3.1 The Constitution Review Working Group have been consulted and are in approval with the proposed amendments.

4 ALTERNATIVE OPTIONS

4.1 Procedure Rule 28 and the Public Speaking Scheme could remain unchanged but it is felt that the rules could lead to confusion and misunderstanding and that further clarity is required in order to reduce the risk of offensive language and aggressive and intimidating behaviour at Public Meetings.

5 FINANCIAL IMPLICATIONS

5.1 There are no financial implications arising from the report.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 It is important to ensure that the constitution is presented in a clear and understandable way and that any anomalies are corrected to ensure that anyone who has dealings with the local authority is able to understand and comply with the requirements of the standing orders.

7 EQUALITY IMPACT ASSESSMENT

7.1 An Equality Impact Assessment (EqIA) has not been completed because there are no service, policy or organisational changes being proposed.

8 COMMUNITY SAFETY IMPLICATIONS

8.1 There are no community safety implications.

9 HEALTH AND WELLBEING IMPLICATIONS

9.1 There are no Health and Well Being implications.

10 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

10.1 It is proposed that Council approve the changes in order to ensure that the rules regarding public speaking are clarified.

11 BACKGROUND PAPERS

11.1 There are no additional background papers.

12 APPENDICES

12.1 Appendix A – Proposed amendments to PR28 (4)

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Council Procedure Rules
Procedure Rule 28 (4) Revised Wording

4) Deputations – Relating to Planning Applications

- a) Upon the referral of a planning or related application to the Council under Procedural Rule 110 following its consideration by the Planning & Licensing Committee, anyone who spoke under the Public Speaking Scheme at the Committee Meeting shall be entitled to speak at the Council meeting at which the referral is to be considered, provided a request to present the deputation is made to the Corporate Support Team by no later than 12noon on the second working day before the meeting at which the deputation is to be made (e.g. for a meeting on a Monday, by 12noon on the preceding Thursday). The person making the request shall indicate the matter to which the request relates, the number, names and addresses of the persons who will form the deputation and who will speak at the meeting. The Corporate Support Team will advise the Chief Executive of any deputation received.

The maximum time for presenting each deputation is 3 minutes. Any remarks shall relate to the subject matter and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures. A person speaking for a deputation shall be heard in silence.

- b) In all other cases where a planning application is to be considered by the Council and it has not previously been considered by the Planning and Licensing Committee, the RCC Public Speaking Scheme shall apply.

Council Procedure Rules
Procedure Rule 28 (4) Current Wording

4) Deputations – Relating to Planning Applications

- c) Upon the referral of a planning or related application to the Council under Procedural Rule 110 following its consideration by the Planning & Licensing Committee, anyone who spoke as the applicant or their agent shall be entitled to speak at the Council at the meeting at which the planning application is to be considered. , provided a request to present the deputation is made to the Corporate Support Team by no later than 12noon on the second working day before the meeting at which the deputation is to be made (e.g. for a meeting on a Monday, by 12noon on the preceding Thursday). The person making the request shall indicate the matter to which the request relates, the number, names and addresses of the persons who will form the deputation and who will speak at the meeting. The Corporate Support Team will advise the Chief Executive of any deputation received. The Chief Executive in consultation with the Chairman or Vice Chairman of the Committee has the authority to determine whether such requests are granted.

- d) In all other cases where a planning application is to be considered by the Council and it has not previously been considered by the Planning and

Licensing Committee, a request to present a deputation should be made to the Corporate Support Team by no later than 12noon on the second working day before the meeting at which the deputation is to be made.

- a) When a request for a deputation is received objecting to a planning application, the Corporate Support Team shall arrange for the applicant (or the applicant's agent) to be notified that the request has been received. The applicant or agent will then have the right of reply at the meeting to respond to any comments that arise from the deputation.
- b) In all cases, where two or more deputations are received objecting to the same planning application, the parties submitting the deputations should be strongly advised to present a joint submission at the meeting to avoid unnecessary repetition of facts or observations to the Council. A maximum of 2 deputations objecting to the same planning application will be allowed to be made at the meeting and any organisation or body that has been consulted on the planning application by statutory requirements and which has expressed a wish to make a deputation shall be allowed to present one of the maximum two deputations. Where there are more than two deputations objecting to the planning application, the number of deputations not being made at the meeting and the person or body submitting them shall be reported to the meeting by the Corporate Support Officer.
- c) Where deputations relate to a planning application that is to be considered at the same meeting, the deputations and the applicant or agent's right of reply shall be deferred from the general item of Petitions, Deputations, and Questions on the agenda and shall be considered at the same time as the planning application is considered.
- f) When a planning application, which is the subject of a deputation, is considered the Chairman will ask the planning officer to briefly introduce the item and provide plans and photographs of the site before the deputation is heard.
- g) The person submitting the deputation will then have a maximum of 3 minutes to present it. Where a large number of people have indicated a wish to speak on a particular matter, the Chairman will ask that representatives of groups of people be nominated to speak in the interests of the efficient conduct of the meeting. The Chairman shall use his discretion as to whether to allow more than one person to address the meeting in relation to deputations that have been submitted objecting to a planning matter.
- h) Any remarks shall relate to the subject matter and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures. A person speaking for a deputation shall be heard in silence. Two copies of the text of the deputation shall be handed to the Democratic Services Officer 15 minutes before the start of the

meeting, one copy of which shall be made available to the applicant or agent, if requested, or the deputation will not be received.

- i) The maximum time for the applicant's or agent's right of response is 3 minutes. Any remarks shall relate to the subject matter and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures. An applicant or agent responding to a deputation shall be heard in silence.
- j) The Members of the Council may ask questions of the members of the deputation and the applicant or his agent, where the right of reply has been exercised, for a further period of not more than four minutes. These questions shall be asked and answered without discussion.
- k) The Council will then debate the matter and make a decision.

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