

**Informal Guidance <sup>(1)</sup> Proposed Methods of Good Practice for Members sitting on Development Control or Plan Sub-Committees**

- a) Visit the site wherever possible. If unable to inspect the required area and unable to form a view prepare to recommend a site visit.
- b) Read the Report thoroughly in advance of the meeting.
- c) If a material point is to be made it should be backed with suitable references eg planning guidelines, legislation, precedent, etc.
- d) If you have formed a contrary opinion to the recommendation consult with the case officer in advance of the meeting wherever possible.
- e) Weight must be given to the views expressed by Inspectors in prior appeals as in most cases it will be perceived that precedent has been created.
- f) Motions for refusal and/or deferral must be fully substantiated and articulated when proposing the motion.
- g) Chairmen must take responsibility for ensuring all motions are fully and properly recorded to include grounds, conditions and informatives before moving on to the next item on the agenda.
- h) Ward members are fully entitled to ask for decisions which do not necessarily concur with planning policy. They have an obligation to their own residents. However, other committee members have a responsibility to ensure that good planning practice prevails and should not support a colleague in these circumstances unless the situation dictates otherwise.

<sup>(1)</sup> (This is based on the results of the Member Panel Group)