

HAVANT BOROUGH COUNCIL  
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## SITE VIEWING WORKING PARTY AGENDA

**Membership:** Councillor

Councillors Buckley, Keast, Patrick, Satchwell, Bowerman, Hughes and Perry

**Meeting:** Site Viewing Working Party

**Date:** 22 June 2017

**Time:** 1.00 pm

**Venue:**

Will Members please meet in the Public Service Plaza's Reception and remember to bring with them their copy of the Agenda for the next meeting of the Development Management Committee, reflective waistcoats/coats and wear appropriate footwear.

Members not on the Working Party are invited to meet with the Working Party onsite for applications within their wards or of general interest. Members intending to meet the Working Party onsite are requested to contact me on 02392 446232 prior to the meeting.

Councillors are reminded that visits to sites/neighbouring land can only be undertaken with the agreement of the landowner(s) concerned. If such agreement is not forthcoming the Development Management Committee will need to rely on the report of the Officers authorised to gain entry under s324 of the Town and Country Planning Act 1990 and s88 of the Listed Buildings Act as these Acts do not automatically give the SVWP the right to enter private property. Councillors and Officers should also remember that when undertaking a site inspection on private property that they should be aware of this fact and care should be taken not to interfere with or damage any property. If a Councillor wishes to take photographs from the application or a third party site he or she should, as a matter of courtesy, seek the consent of the landowner. As Site Viewing is a meeting of the Council, Councillors and Officers are reminded that they should conduct themselves accordingly while on site.

If any member needs to get in touch with the Working Party during the meeting they can be contacted on 07966 491886.

The business to be transacted is set out below:

Nick Leach  
Monitoring Officer

Tuesday, 20 June 2017

Contact Officer: Jack Caine 02392 446230  
Email: [jack.caine@havant.gov.uk](mailto:jack.caine@havant.gov.uk)

	<b>Page</b>
<b>1 Apologies</b>	
<b>2 Minutes</b>	<b>1 - 2</b>
To approve the minutes of the Site Viewing Working Party held on	
<b>3 Declarations of Interests</b>	
<b>4 Site Visits</b>	<b>3 - 4</b>

## **DEVELOPMENT CONTROL SITE VIEW WORKING PARTY PROCEDURE AND HEALTH AND SAFETY GUIDANCE**

### **ATTENDANCE AT SITE INSPECTIONS**

The Site Viewing Working Party (SVWP) normally meets at the Civic Offices on the Thursday afternoon in the week preceding a Development Management Committee, although occasionally it is necessary for the time or the day to change in which case advance notice will be given.

A timetable/agenda is sent to Councillors on the Tuesday preceding the meeting of the SVWP. The Development Management Service also sends letters to both applicants and agents advising them of the intention of the SVWP to visit and the procedure. Where the Executive Head of Planning and Built Environment (EHPBE) considers it necessary to do so arrangements will be made in advance with the owners of adjoining sites to visit them. Any Councillor wishing to visit from third party land will need to discuss the matter with the EHPBE as soon as possible, but no later than 48 hours before the meeting, although to do so at this stage may mean that access cannot be arranged in time.

The SVWP travels by coach/minibus between sites, but any Councillor interested in a matter on the agenda can meet the SVWP at a site, in order to have a better understanding of a proposal in their own ward or one that is of Borough wide interest. However, other Councillors attending the SVWP will not be allowed to address the working party, other than to point out matters of fact, detail, local knowledge and history. Any Councillor not appointed to the Development Management Committee but wishing to so address the SVWP before it makes a decision should where possible advise the Chairman of the Working Party of their wish to do so by 10.00am on the morning of the SVWP. The Chairman will, at the meeting, put the request to the SVWP for the SVWP's approval.

Councillors intending to meet the SVWP at an individual site are requested to make contact with the Committee Administrator prior to the meeting, in order that the SVWP can keep in contact with individual Councillors if running later (or earlier) than the timetable.

Relevant Officers of the Council will attend sites to explain the proposal to Councillors and to answer any factual questions that may arise. A Committee Administrator will also attend to take minutes and to help the administrative aspects of the visit.

The applicant/agent or owner of a site may also attend, but only to facilitate access to the land and buildings. It is not an opportunity for applicants, their representatives and other interested persons to seek to influence or discuss the merits of a proposal with the Councillors.

## PROCEDURE AT SITE VISITS

The precise conduct of a site inspection will depend upon the nature of the site and the proposal, but in general the following will apply:

- A Councillor duly appointed at the annual meeting of the Council will chair each meeting. In the absence of that Councillor, the Vice-Chairman of the Working Party will chair the meeting (if present) or, if not, by another Councillor present and elected by the Working Party to chair the particular meeting.
- Councillors should familiarise themselves with the papers prior to the meeting.
- Upon arrival at each site the Executive Head of Planning and Built Environment (or such Officer as decided by EHPBE) will briefly describe the proposal and the main points raised by objectors before leaving the minibus. Whilst on site the Officers will draw to the Councillors' attention salient features of the application, site and locality
- Wherever possible, Councillors and Officers should remain together throughout the inspection and should avoid becoming separated into small groups.
- Applicants, their agents and other interested parties will not normally be allowed to speak to Councillors during the visit of the SVWP. *Councillors should maintain a suitable distance between themselves and applicants, their agents and other interested parties and avoid discussing the merits of a proposal during the course of the visit. To do otherwise may lead to allegations of impropriety or undue influence at a later date. In circumstances where it is essential that an applicant or third party guides a SVWP around a site, or where complex technical information needs explanation by the applicant or a third party (including consultees), the EHPBE will, in liaison with the Chairman of the SVWP consider the need for, and implications of doing so in advance of the meeting and will advise Councillors of the special arrangements for that particular site visit. The Committee Administrator will record in the minutes the reason for any variation in normal practice.*
- Questions and discussion should be of a factual nature and Councillors should avoid debating the application, as this is the proper role of the Development Management Committee. Questions which cannot be answered on site will be noted and the information supplied (where possible) in time for the Development Management Committee meeting.
- The Chairman will seek to secure a majority view at the conclusion of each individual site visit and, if it is apparent that a majority view cannot be obtained he will recommend that the SVWP do not record a view.
- The Committee Administrator will record in the minutes the reasons for the visit, the location(s) from which the Working Party viewed the proposals and any recommendation made by the Working Party to the Development Management Committee.

## HEALTH AND SAFETY

Members of the SVWP, all Officers and other Councillors attending the meeting have a legal duty to dress appropriately for the occasion. The minimum standards are:

- The reflective jackets/waistcoats as provided;
- Appropriate footwear i.e. stout shoes and NOT open toe shoes, sandals or high heels.

*Where site rules or conditions dictate that safety footwear and hard hats are essential these will be provided.*

*The Chairman of the SVWP (upon advice of the EHPBE or her representative) has the authority, in the interests of health and safety, to refuse access to a site by a Councillor or Officer not considered appropriately dressed. Additionally Councillors should observe specific advice on safety given by Officers present.*

Councillors need to be aware that visits to sites/neighbouring land can only be undertaken with the agreement of the landowner(s) concerned. If such agreement is not forthcoming the Development Management Committee will need to rely on the report of the Officers authorised to gain entry under s324 of the Town and Country Planning Act 1990 and s88 of the Listed Buildings Act as these Acts do not automatically give the SVWP the right to enter private property. Councillors and Officers should also remember that when undertaking a site inspection on private property that they should be aware of this fact and care should be taken not to interfere with or damage any property. As Site Viewing is a meeting of the Council, Councillors and Officers are reminded that they should conduct themselves accordingly while on site.

The SVWP Committee Administrator will always carry a mobile phone for contact with the Civic Offices and for emergency purposes.

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## HAVANT BOROUGH COUNCIL

At a meeting of the Site Viewing Working Party held on 11 May 2017

Present

Councillor Perry (Chairman)

Councillors Buckley, Keast, Patrick, Satchwell, Guest (Standing Deputy),  
Bowerman (Standing Deputy), Hughes and Lloyd (Standing Deputy)

### 1 Apologies

Apologies for absence were received from Cllr Buckley.

### 2 Minutes

RESOLVED that the Minutes of the last meeting held on 20 April 2017 were approved as a correct record.

### 3 Declarations of Interests

There were no declarations of interest relating to matters on the agenda.

### 4 234 Sea Front, Hayling Island, PO11 0AU

Proposal: Change of Use from A1 retail to C3 residential with alterations and additions including rear extension and new mansard roof to form five self-contained flats; with associated car parking with access from Green Lane.

The site was viewed by the Site Viewing Working Party given a request by the Head of Planning Services that the application be determined by the Development Management Committee.

The Working Party received a written report from the Head of Planning Services which identified the following key considerations:

- (i) Principle of Development
- (ii) Impact upon the character and appearance of the area
- (iii) Impact upon residential amenity including future occupants
- (iv) Highways and parking
- (v) Developer contributions/Ecology

The Working Party viewed the site, the subject of the application from the street scenes on Sea Front and Green Lane including viewing the relationship between 2 Green Lane and the site and from the rear courtyard of the site.

It was RESOLVED that based on the information available at the time no more additional information be provided to the Development Management Committee.

Proposal: Two storey and single storey rear extension; new porch; changes to fenestration and re-modelling to include cladding to all elevations.

The site was viewed by the Site Viewing working party given a request by Cllr Buckley that the application be determined by the Development Management Committee.

The Working Party received a written report from the Head of Planning Services which identified the following key considerations:

- (i) Principle of Development
- (ii) Appropriateness of design and impact on the character of the area
- (iii) Effect of neighbouring properties.

The Working Party viewed the site, the subject of the application, to assess whether there were additional matters that should be considered by the Development Management Committee. The site was viewed from the East, West, North and South elevations. It was also viewed from the interior and from the interior and exterior of a neighbouring property at 1 Treeside.

RESOLVED that based on the information available at the time, no other information be made available to the Development Management Committee.

**The meeting commenced at 1.00 pm and concluded at 2.35 pm**



## Schedule of Site Visits

- |     |   | Approximate<br>Time |
|-----|---|---------------------|
| (i) | <b>Site Address: Land north of Havant Road and west of Selangor Ave, Emsworth</b>   | 1.15 pm             |
|     | Application: APP/16/00774   |                     |
|     | Proposal: Erection of 161 dwellings with associated parking, access, landscaping, and surface water drainage, pumping station, sub station and signalised junction onto Havant Road |                     |

(Agenda Pages: 15 - 66)

(Case Officer: Daphney Haywood - 446513)

- |      |   |         |
|------|---|---------|
| (ii) | <b>Site Address: Stables adjacent to Hollybank Cottage, Long Copse Lane, Emsworth</b>   | 2.00 pm |
|      | Application: APP/16/01234   |         |
|      | Proposal: Change of use from private equestrian yard to a mixed use comprising private equestrian yard and single pitch, private gypsy and traveller site (including amenity block and one touring caravan pitch).. |         |

(Agenda Pages: 67 - 116)

(Case Officer: Lewis Oliver - 446263)

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