

Supplementary Planning Information

HAVANT BOROUGH COUNCIL
DEVELOPMENT MANAGEMENT COMMITTEE
26 May 2016

The following supplementary planning information was unavailable when the agenda for the Development Management Committee held on 26 May 2016 was,

Agenda No Item

1 **Appointment of Chairman** (Pages 1 - 12)

5 **Site Viewing Working Party Minutes** (Pages 13 - 16)

11(2) APP/16/00182 - Unit 3 The Precinct, Waterlooville, PO7 7DT (Pages 17 - 18)

Proposal: Change of use to ground floor from retail (A1) to betting shop (Sui Generis) and new shop front.

Additional documents:

<http://tinyurl.com/zlhodpd>

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HAVANT BOROUGH COUNCIL

Development Management Committee

26 May 2016

**Development Management Committee Rotating Chairman
Report by Democratic Services Officer**

FOR DECISION

Key Decision: No

1.0 Purpose of Report

1.1 To appoint the Chairman of the Committee and agreed to agree arrangements for appointing a Chairman for each meeting of the Development Management Committee for the Municipal year 2016/17 on a rotating basis.

2.0 Recommendation that

- a) Councillor Buckley be appointed Chairman for this meeting
- b) The Committee agree the following procedure for the appointment of Chairmen of the Committee
 - (i) At the first meeting of the Development Management Committee in each municipal year, the Committee agree a rota for the appointment of Chairman of the Committee; this rota may be amended by the Committee.
 - (ii) At the beginning of each meeting, the Committee consider the appointment of the Nominated Chairman as Chairman for the meeting: the tenure of this post to expire at the end of the meeting
 - (iii) At each meeting the Committee appoint the Chairman for the next meeting of the Site Viewing Working Party
 - (iv) At the end of each meeting the Committee nominate a Chairman for the following meeting (“Nominated Chairman”) in accordance with the rota referred to in b)(i) above
 - (v) The incumbent Nominated Chairman to be the main point of contact for officers, councillors and members of the public between meetings of the committee.
- c) The amended deputations procedure as set out in Appendix B be agreed.

NON EXEMPT

- d) The rota set out in Appendix A be agreed
- e) Councillor Howard be appointed Chairman of the next meeting of the Site Viewing Working Party in accordance with the rota
- f) Councillor Howard be nominated Chairman for the next meeting of the Committee in accordance with the rota

3.0 Summary

- 3.1 At the Annual Council Meeting held on 11 May 2016 this Council decided that the Chairman of the Committee will
- “... be appointed at each meeting from among the Committee membership on a rotating basis, to be nominated at the previous meeting”.
- 3.2 The Motion as passed only allows the Committee to nominate a Chairman for the next meeting of the Committee, who may then be appointed at this meeting: the Committee cannot appoint a Chairman in advance of the next meeting.
- 3.3 The Committee can appoint the Chairman of the Site Viewing Working Party in advance of the next scheduled meeting.
- 3.4 To ensure that the new arrangements for the appointment of Chairmen for the Committee is transparent and seen to be fair, it is recommended that the Committee agree the following procedure::
- (a) The Chairman be appointed in rotating alphabetical in accordance with the rota attached as Appendix A
 - (b) A member of the Committee be nominated (“Nominated Chairman”), in accordance with an agreed rota at the end of each meeting
 - (c) The Committee be recommended to appoint the nominated Chairman* if he or she is present at the meeting, at the beginning of each Committee meeting: the tenure of this appointment to expire at the end of each meeting.
 - (d) The Nominated Chairman be the main point of contact for officers and members of the public on procedural matters between each meeting
- *the Committee is not required to appoint the Nominated Chairman
- 3.5 To accommodate the changes to the appointment of the Chairman of the Committee, it is also necessary to amend the deputation procedure. The changes are highlighted in italics in Appendix B.

4.0 Implications

NON EXEMPT

- 4.1 **Resources:** The special responsibility allowance for the post of Chairman of the Development Management Committee is set out in the Councillors allowances scheme agreed by the council and will be divided equally among the members of the Development Management Committee acting as Chairman
- 4.2 **Legal:** n/a
- 4.3 **Strategy:** n/a
- 4.4 **Risks:** n/a
- 4.5 **Communications:** n/a
- 4.6 **For the Community:** To provide the Council and its constituents a stronger membership through permitting higher levels of engagement with committee members.
- 4.7 **The Integrated Impact Assessment (IIA) has been completed and concluded the following:** N/A

Appendices: *Appendix A:* an alphabetical list of the rota of Chairman to serve the committee.

Appendix B - Amended Deputation Procedure

Agreed and signed off by:

Legal Services: 25/05/16

Head of Service: 25/05/16

Contact Officer: Jack Caine

Job Title: Democratic Services Officers

Telephone: 446230

E-Mail: Jack.Caine@havant.gov.uk

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The order of members to serve as Chairman for the Development Management Committee on a rotating basis.

- Cllr P Buckley
- Cllr C Howard
- Cllr D Keast
- Cllr D Patrick
- Cllr J Perry
- Cllr L Quantrill
- Cllr C Satchwell

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DEPUTATIONS AT THE DEVELOPMENT MANAGEMENT COMMITTEE‡

A. General Notes

1. The Council gives the following an opportunity to address, Members of the Development Management Committee (“the Committee”) at the meeting before Members make their decision:-
 - (a) Objectors
 - (b) Supporters
 - (c) County Councillors
 - (d) Ward Councillors who are not members of the Committee (“Non Members”).
2. A deputation can only appear in connection with an item on the Agenda for a particular meeting.
3. The purpose of the deputations procedure is to allow deputees to address the Committee orally. Deputees therefore will not be able to put any documents or written material to the Committee at the meeting as there is no practical opportunity for members or officers to study this without delaying and disrupting the conduct of the meeting.
4. If there has been a deputation within six months of any previous appearance on the same or similar topic (irrespective of whether or not the member(s) of the deputation might be different) then no such new deputation will be received until that time limit has expired. However, "same or similar topic" does not apply to applications for planning permission considered by the Committee.

B. Registering Your Intention to Speak

1. Notice of the wish to be received as a deputation must be given in writing or by email to the Democratic Services Team not later than 48 hours before the start of the meeting (other than when the meeting is on a Monday, when notice has to be in by the previous Thursday). Notices received after the deadline will not be accepted
2. In all cases, the notice must briefly specify the subject on which the deputation wishes to speak and whether the deputation is in support or against the matter to be discussed.

‡ These notes do not apply to cases where the Development Management Committee considers objections to the making of a Tree Preservation Order.

3. Acknowledgement of the request for a deputation will be made whenever practicable, but given the timescale at B1 above, this may not always be possible. You will be advised as soon as practicable whether or not the request to be received as a deputation has been agreed.
4. The address and telephone number of a depute will not be given to other deputees unless the Council has been given written permission to pass on these details.

C. About Deputations Generally

1. A deputation can consist of one but not more than two persons.
2. It is for the members of a deputation to decide who will address the meeting. Where it is two persons, both may speak if they wish.

D Time limits

1. Subject to D4 below a total of five minutes per matter/application will be allocated to hear the views of all objectors, five minutes for County Councillors and five minutes for supporters.
2. If there is more than one deputation wishing to appear on a specific matter, the total amount of time allowed for speaking remains five minutes. This means (*for example only*) that if there is one deputation in favour of a matter, this one may speak for five minutes, but if there are two wishing to speak against, those two would have to agree between themselves as to how they will divide up the five minutes in total that is available.
3. Clearly a point could be reached where there are a number of people wishing to make a deputation for or against a particular matter. Given that only five minutes is available to either side, the various deputations would wish to consider appointing no more than two spokespersons in order to make maximum use of the overall time available. As notification of a request to appear as a deputation can be left until 48 hours before a meeting (see A4 above), in all probability, the "pooling of resources" will have to be discussed and agreed on the day of the Committee.
4. In exceptional cases, where all the following criteria are met the Committee will be recommended to extend the time allocated for deputations:
 - (a) the application will involve more than 50 dwellings; 5,000 m² or more of employment floorspace; 2,500 sq m or more of retail floorspace; or 1,000 m² or more of leisure floorspace.
 - (b) at least three requests have been received to make a deputation against the recommendation set out in the officer's report;
 - (c) the Nominated Chairman recommends an extension of time; and
 - (d) the Head of Planning, or in his absence a Team Leader recommends

an extension of time.

The additional time to be allocated to be recommended to the Committee to be agreed between the Nominated Chairman and the Democratic Services Team prior to the meeting.

5. Non Members who wish to address the Committee will be limited to 10 minutes each. In exceptional circumstances, the Nominated Chairman of the Committee may extend this time limit provided that the request:
 - (a) is received by the Nominated Chairman of the Committee and the Democratic Services Team 24 hours before the meeting commences;
 - (b) gives reasons for an extension of time; and
 - (c) specifies the amount of extra time required.

E. Procedure

1. Ordinarily, all meetings commence at 5 pm. Meetings normally take place in the Council Chamber or the Conference Rooms (“the Meeting Room”) at the Public Service Plaza, Civic Centre Road, Havant.
2. The Committee may, if it wishes, vary the order of business as published in the Agenda.
5. Accordingly, whilst every effort is made to be as helpful as possible, it is very difficult to give a precise indication to the members of a deputation as to the time when the matter in which they have an interest will be reached. The Democratic Services Officer concerned (contact details are set out below) may be contacted on the day of the meeting in an effort to clarify the situation, but otherwise the members of a deputation are asked to be in attendance in the Meeting Room at the Public Service Plaza, Civic Centre Road, Havant at least fifteen minutes before the normal starting time (normally 4.45 pm).

A warning note - if the subject matter of a deputation has been debated and decided upon by the time a deputation arrives, it will not then be possible for the deputation to appear before the Committee.

6. If time permits prior to commencement of the meeting the depute will be shown from where speeches will be made in the Meeting Room at the Public Service Plaza, Civic Centre Road, Havant and where to sit prior to and after delivery of the deputation.
7. Deputations are heard with the subject matter to which they relate. After all deputations for a subject matter have been heard, the Committee will make and announce their decision.
8. In cases where it is known beforehand that the views of the deputation accord with what the officers might be recommending and there are no deputations wishing to appear to put the contrary view, the Chairman will normally ask the members of the Committee if they oppose the officers’ recommendation. If the members indicate that they will not speak against the officers’ recommendation, the Chairman will ask the depute if he or she still wishes to

address the Committee. Please note that it is open to the Chairman concerned to decide to deal with the matter in any other way.

9. When the particular item is reached on which there may be a deputation or deputations, the order of business will normally be as follows:-
- | | | |
|-----|--|--|
| (a) | There will be a presentation by the Officer(s) concerned (if required), including questions by the Committee Members of the Officers. | No Time Limit |
| (b) | The deputation(s) opposing the matter to be discussed will be heard. | A total of 5 minutes is allocated for those objecting |
| (d) | The deputation supporting the matter to be discussed will be heard | A total of 5 minutes is allocated for those supporting |
| (c) | County Councillors | A total of 5 minutes is allocated for County Councillors |
| (e) | Members of the Committee, who have formed a conclusive view on an matter included in the agenda | A total of 5 minutes is allocated for those Members, who have formed a conclusive view |
| (f) | Elected members of the Council who are not members of the Committee who have indicated in advance of the meeting that they wish to address the Committee | 10 minutes each |
| (g) | The matter will be debated, including any questions by the members of the Committee of the Officers, and a decision made. | |
10. The exception to 9 above would be where the matter is one where a resolution excluding the public during the debate has been passed. In such instances, only 9(b), 9(c), 9(d), 9(e) and 9(f) would take place in public, with officer's presentation and any debate taking place later in the meeting without the public being present.
11. The members of a deputation may, if they wish, remain in the public gallery until that matter is dealt with (provided it is not a confidential matter when both the press and the public are excluded).

STAFF TO CONTACT ON DEPUTATIONS

- | | | |
|--|------------|--|
| (1) Development
Management
Committee | Jack Caine | (023) 92446230
jack.caine@havant.gov.uk |
|--|------------|--|

Or

DemocraticServicesTeam@havant.gov.uk

Address: Democratic Services Team
Havant Borough Council
Civic Offices
Civic Centre Road
Havant, Hants P09 2AX

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HAVANT BOROUGH COUNCIL

At a meeting of the Site Viewing Working Party held on 19 May 2016

Present

Councillor Buckley (Chairman)

Councillors Patrick and Perry

Officers:	Jack Caine	Democratic Services Officer
	David Eaves	Principal Planner
	Jamie Gargett	Arboriculturalist
	Steve Weaver	Development Management Team Leader

Steve Weaver and Jamie Gargett were present for items 5 and 6. David Eaves was present for item 6.

1 Appointment of Chairman

It was RESOLVED that Councillor Paul Buckley be appointed as Chairman for the meeting.

2 Apologies

Apologies were received from Councillors Satchwell and Keast

3 Minutes

The minutes of the Meeting held on 9 June 2016 were received.

4 Declarations of Interests

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

5 Trees East Side of Park Lane Bridleway, Waterlooville - APP/16/00241

Proposal: Fell 2No. Oaks Subject to TPO 1150 within Group Order G3

The Site was viewed at the request of the Head of Planning Services

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

- i. Amenity value and condition
- ii. The justification for proposed removal
- iii. Previous appeal decisions

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.

RESOLVED that based on the site inspection and information available at the time, no additional information be provided to the Development Management Committee.

6 Unit 3 The Precinct, Waterlooville PO7 7DT

Proposal: Change of use to ground floor from retail (A1) to betting shop (Sui Generis) and new shop front.

The Site was viewed at the request of the Head of Planning Services.

The Working Party received the 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
- (iv) Other Matters

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.

RESOLVED that based on the site inspection and information available at the time, the following information be provided to the Development Management Committee:

- (A) The Market rate for rent on the property

(B) The level of Business Rate Council Tax applied to the property.

The meeting commenced at 1.00 pm and concluded at 2.20 pm

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Supplementary Information

DEVELOPMENT MANAGEMENT COMMITTEE

DATE: 26 May 2016

Item 12 (2)

Ref: APP/16/00182

Site Address: Unit 3 The Precinct, Waterlooville, PO7 7DT

Updated: 25 March 2016

Update following request from Site View Working Party

The following information was requested:

(A) The Market rate for rent on this property:

The marketing information provided by the agent states that the rent is £29,950 per annum.

The agent has stated that Betfred have negotiated a reduced rent due to the lack of demand as follows:

*Stepped – Year 1 £22500pa. Year 2 - £23000pa. Year 3 - £23500pa. Year 4 - £24000pa.
Year 5 - £24500pa, with 6 months rent free.*

(B) The level of Business Rates applied to the property:

The marketing information provided by the agent states that the rates payable to 31st March 2016 were £19,473.50.

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