

HAVANT BOROUGH COUNCIL
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SITE VIEWING WORKING PARTY AGENDA

Membership: Councillor Buckley (Chairman)

Councillors Keast, Satchwell (Vice-Chairman), Lloyd, Howard, Lowe and Patrick

Meeting: Site Viewing Working Party

Date: 6 December 2018

Time: 1.30 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 or wish to speak to me during the meeting of the Working Party are requested to contact me on 02392 446233.

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 02392 446233.

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

Tuesday 4 December 2018

Contact Officer: *Nicholas Rogers* 02392 446233
Email: nicholas.rogers@havant.gov.uk

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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 Head of Planning (HP) 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 HP 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 HP) 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 HP 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 HP 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 October 2018

Present

Councillor: Buckley (Chairman)

Councillors: Keast, Lowe and Patrick

Other Councillor(s): Pike
Councillors

Officers: Nicholas Rogers, Democratic Services Officer
Steve Weaver, Development Manager
Tina Pickup, Planner (Item 68)
Maria Stewart, Arboricultural Officer (Item 69)

65 Apologies

Apologies for absence were received from Councillors Satchwell and Lloyd.

66 Minutes

The minutes of the meeting of the Site Viewing Working Party held on 30 August 2018 were agreed as a correct record.

67 Declarations of Interests

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

68 APP/18/00706 - 39 West Street, Havant, PO9 1LA

Proposal: Change of use from a former bank (Class A2) to a hot food takeaway (Class A5); installation of extraction / ventilation equipment and other minor external alterations.

The site was viewed as a request had been given by Ward Councillors that this application be determined by the Development Management Committee.

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

- i) Principle of development and policy context;
- ii) Impact on residential amenity;
- iii) Highways and parking considerations;
- iv) Impact on Healthy Lifestyles;
- v) Refuse and litter;

- vi) Visual impact; and
- vii) Flood Risk.

The Working Party viewed the site, the subject of the application, to assess whether there were any 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 additional information be provided to the Development Management Committee:

- a) A schedule of opening and closing times for McDonalds, Burger King and the Parchment Makers public house situated nearby; and
- b) A schedule of opening and closing times for the other businesses that access the rear car parking yard.

69 APP/18/00736 - Trees r/o 19 The Parchment and 20 South Street, Havant, PO9 1HD

Proposal: Crown raise 1No. Lime (T1) to 8m, subject to TPO 1509 and crown reduce 1No. Beech (T2) by 3m in height and 2m from laterals, subject to TPO 0797.

The site was viewed as the application had been submitted on behalf of a Havant Borough Councillor.

The Working Parking received a written report by the Head of Planning, which identified the following key considerations:

- i) Amenity value and condition; and
- ii) The basis for the proposed works.

The Working Party viewed the site, the subject of the application, to assess whether there were any 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 for the Development Management Committee.

The meeting commenced at 1.40 pm and concluded at 2.20 pm

Schedule of Site Visits

Approximate
Time

- (i) **Site Address: Southdown View, Long Copse Lane, Emsworth** 1.40pm

Application: APP/18/00929

Proposal: Change of use of the site to a mixed use comprising private equestrian yard and Siting of additional 1No mobile home to enable a total of 2No mobile homes on site for private gypsy and traveller site. Provision of a further 2 additional car parking spaces to allow a total of 4 car parking spaces on site and retention of touring caravan space.

(Agenda Pages: 13 - 60)

(Case Officer: Lewis Oliver – 023 9244 6263)

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