

HAVANT BOROUGH COUNCIL  
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BOROUGH COUNCIL

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## SITE VIEWING WORKING PARTY AGENDA

**Membership:** Councillor Satchwell (Chairman)

Councillors Crellin, Howard, Keast, Lowe, Lloyd and Mrs Shimbart (Vice-Chairman)

Standing Deputies: Councillor David Guest, Councillor Husky Patel, Councillor Diana Patrick and Councillor Tim Pike

### Relevant Ward Councillors

Councillor Lulu Bowerman  
Councillor Richard Kennett  
Councillor Julie Thain-Smith

**Meeting:** Site Viewing Working Party

**Date:** 5 November 2020

**Time:** 4.00 pm

**Venue:** Skype for Business - Skype for Business

This is a private remote meeting to enable the Councillors to familiarise themselves with a site's characteristics and request additional information to be provided prior to the meeting the Development Management Committee, where it is considered necessary to do so.

A site briefing will normally be initiated either by:

- a. The Head of Planning in advance of the Development Management Committee, in circumstances where she considers it important to understand the physical circumstances of the site, and representations of third parties (particularly where a deputation is expected), or where the application raises issues of precedent where Councillors need to understand the wider implications of any decision

- b. The submission of a Red Card and specific request to site briefing by a Councillor
- c. Resolution of the Development Management Committee

The site briefing is an opportunity for members of the Committee to familiarise themselves with the site officially and have a proposal explained to them by Officers. No decision is made at a site briefing; the matter is always referred to a future meeting of the Development Management Committee for decision.

Whilst attending a site briefing it is important for members of the Committee to consider:

- a. The site layout and boundaries;
- b. Physical features and constraints including levels and orientation;
- c. The general characteristics of the site and how it relates to the surrounding area;
- d. Nearby land uses, and
- e. Any relevant transport issues affecting the site.

The site briefing should be a 'fact finding briefing' and a means of identifying issues for consideration by the Development Management Committee. It must not therefore be used as an opportunity to debate the merits of an application. There will be no opportunity to receive representations from members of the public or applicants. Members should however ask questions of the Officers present, make points and highlight certain characteristics that they can only draw to the attention of other members of the Site briefing.

The minutes of the meeting shall be published. The presentation together with supporting materials, which have not already been published on the Council's website, will be published as an appendix to the minutes of the meeting.

Any member of the site briefing who has a disclosable pecuniary interest (as set out in the Members Code of Conduct) or has formed a concluded view – in the application must disclose to the meeting the existence and nature of that interest. If a disclosable pecuniary interest or a concluded view is declared the Councillor must not take any part in the site briefing or vote on the recommendation regarding the site in question and must not be part of the meeting during the briefing.

Whilst the site briefing does not make a decision on an application or other planning matter, it is normal working practice for the briefing to make a recommendation to the Development Management Committee in one of the following forms

- a. To resolve, on the basis of the site briefing and information available at the time, that the site briefing does not wish to draw to the attention of the Development Management Committee any additional matters, OR
- b. To resolve on the basis of the site briefing and information available at the time, that the site briefing would wish that the Development Management Committee to consider the following matters in addition to those detailed in the Head of Planning report before making a decision:
  - 1. the need for additional information, and/or
  - 2. the need for additional conditions, and/or

### 3. areas of concern arising from the site briefing

The Chairman will seek to secure a majority view as to the recommendation for the need or otherwise of additional matters being drawn to the attention of the Development Management Committee. If it is apparent that a majority cannot be obtained, he will recommend that the site briefing do not record a view.

Any Councillor interested in a matter on the agenda can attend the site briefing, 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 site briefing will not be allowed to address the working party, other than to point out matters of fact, detail, local knowledge and history.

No recommendation of the site briefing to the Development Management Committee should be regarded as the final view of any Councillor as to how an application should be determined by the Committee.

The business to be transacted is set out below:

Gill Kneller  
Chief Executive

Tuesday 3 November 2020

Contact Officer: *Holly Weaver 02392446233*  
Email: [holly.weaver@havant.gov.uk](mailto:holly.weaver@havant.gov.uk)

	<b>Page</b>
<b>1 Apologies</b>	
To receive any apologies for absence.	
<b>2 Declarations of Interests</b>	
To receive any declarations of interest relating to matters on the agenda.	
<b>3 Site Briefing - APP/19/00768 - Land to the rear of, 15-27 Horndean Road, Emsworth</b>	<b>1 - 62</b>
Proposal: Erection of 16 new dwellings with associated access, parking and open space.	