

APPENDIX A - Proposed protocol/delegations to officers relating to determination of planning applications

PART 1 - PROPOSED TEMPORARY DELEGATION/PROTOCOL

Subject to paragraphs 1 and 2 below, the Executive Director of Place (or during Covid19 response the Executive Director of Commercialisation) and each of those officers listed immediately below are individually authorised to determine all planning applications during such time as any social distancing measures remain in place as a result of the coronavirus pandemic.

- a) the Place Manager (South Holland)
- b) the Planning and Building Control Manager
- c) the Development Manager, and
- d) the Principal Planning Officer

1. Reference to Chairman's Panel prior to officer exercising delegated authority

- a. The Chairman's Panel must be consulted, prior to an officer exercising his/her delegated authority, in the following cases:
 - (i) where the officer intends to approve an application which is contrary to policy or which raises novel or contentious planning issues
 - (ii) where the application is submitted by the Council or relates to land in which the Council has an interest
 - (iii) where the application is submitted by a Member or Senior Officer (at the level of Service Manager or above) of the Council or involves a Member or Senior Officer interest
 - (iv) where the ward member has requested that the application be subject to consultation with the Chairman's Panel prior to determination and the request clearly relates to material planning considerations
 - (v) where the Officer concerned is not prepared to determine a planning application without first consulting the Panel
- b. For each application referred to above, the Officer concerned shall prepare an officer report and shall send that report at least three days in advance to each member of the Panel and any other member who may attend the Panel meeting in their capacity as Ward Member
- c. The Chairman's Panel shall give its view as to whether it considers the matter to be suitable for determination by the officer or whether it should instead be referred to the Planning Committee. The Officer shall give significant weight to the view of the Panel.
- d. Where the advice of the Chairman's Panel under (c) above would ordinarily be to refer the matter to the Planning Committee, the Panel may in the alternative provide comments on the application to the Officer and to recommend that the officer determines the matter taking account of those comments. The Officer shall retain full

authority to determine the matter (or not) but shall give significant weight to the view of the Panel.

- e. The Panel may meet in any way that it considers appropriate including by exchange of email, telephone or video conference and any member of the Panel may be substituted by any other member of the Planning Committee as necessary at any time.

- f. A member of the Democratic Services Team will take notes at each meeting of the Chairman's Panel.

2. Further Conditions Applying to this Protocol

No officer or member with any interest in an application shall take any part in the administration or determination of that application.

Where any application referred to at paragraph 1(a) above is determined under this protocol by an Officer under delegated powers, that officer shall not also be the Case Officer for the application.

The Officers at all times retain the right not to determine an application.