

## Appendices to the Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2023 -2024

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## Appendix A: The Scheme of Delegation for Planning as set out in the East Suffolk Council Constitution

## Figure 1: The Scheme of Delegation for Planning as set out in the East Suffolk Council Constitution

East Suffolk Council Constitution – Part B

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**Section E - APPENDIX 1**

**REGISTER OF SPECIFIC OFFICER FUNCTIONS**

**Head of Planning and Coastal Management**

All planning application decisions including decisions concerning Environmental Impact Assessment (EIA) decisions or considerations requiring Habitat Impact Assessments (HRA) are delegated to the Head of Planning and Coastal Management UNLESS:

1. The Planning Application is, in the opinion of the Head of Planning and Coastal Management or the Chairman/Vice Chairman of the Planning Committee, of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect and this request has been made prior to an application being placed on the Agenda for a Referral Panel; or
2. The applicant or landowner is East Suffolk Council; or
3. The applicant, or agent, is an East Suffolk Councillor or an East Suffolk Council employee, or the applicant, or agent, is a close relative of an East Suffolk Councillor or East Suffolk Council employee; or
4. The 'minded to' decision of the Planning Officer is contrary to either:
  - a. The comments received from the Town or Parish Council within the 21-day consultation period; or
  - b. The comments received from the Ward Member within the 21-day consultation period; or
  - c. The comments received from a statutory consultee within the 21-day consultation period.In which case, if item 4 is invoked, the Planning Application will be referred to the Planning Referral Panel – the panel will discuss with the Head of Planning and Coastal Management (based on planning grounds) to either refer the application to Planning Committee for decision or remain delegated to the Head of Planning and Coastal Management; or
5. Within the 21-day consultation period [on a planning application] if a contrary position to the officer recommendation is received from the Town or Parish Council and a request for Committee decision is received from a Ward Member, then a Planning Committee member call-in process would be triggered. In the event that only a Town/Parish Council response or Ward Member response is received then the existing Referral Panel process would proceed.

With the Planning Committee member call-in process triggered, the Planning case officer would send a notification to all relevant North or South Planning Committee members by email.

This would be carried out once the officer is able to understand whether a decision will be contrary to Town or Parish Council and Ward Member positions.  
The Notification shall include:

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Part 2 – Functions and Responsibilities Page 56

## Appendix A: The Scheme of Delegation for Planning as set out in the East Suffolk Council Constitution

### East Suffolk Council Constitution – Part B

- The case reference number, the description of development and the address
- A link to Public Access to view the application and documents
- A copy of Town or Parish Council response
- A copy of the Ward Member response
- A sentence setting out the likely officer recommendation

After the notification has been sent, any member of the relevant North or South Planning Committee must respond within 5 working days if they wish to confirm that it should be considered by the Planning Committee. Any Planning Committee member calling the application in must 'reply to all' (including all members of the relevant Planning Committee) and the first response received will be taken as the call-in request.

A call-in request from a Planning Committee member must set out how they consider it meets the expectation that:

"The proposal would be of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect".

The above process could not be utilised where:

- a) the Head of Planning and Coastal Management or the Chair/Vice Chair of the Planning Committee, has already made the decision that in their opinion the application should be determined at Planning Committee because "The proposal would be of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect" (point 1 of the current scheme of delegation); or
- b) either the applicant or landowner is East Suffolk Council, or the applicant or agent is an East Suffolk Council employee: or the applicant, or agent, is a close relative of an East Suffolk Councillor or East Suffolk employee, (points 2 and 3 of the current scheme of delegation) because such applications have to be determined by Planning Committee in any case.

#### **Planning Referral Panel**

The Planning Referral Panel is a consultative panel consisting of the Chairman and Vice Chairman of each area Planning Committee, convened by the Head of Planning and Coastal Management as necessary and established to advise on the delegated route of decision making for planning permission and other planning matters as part of the scheme of delegation.

Officers will use the Planning Referral Panel to consult with the Chairman and Vice Chairman of the committees as to whether the application or matter will be determined by the relevant Planning Committee or remain delegated to the Head of Planning and Coastal Management in accordance with the Scheme of Delegation. The final decision on whether the relevant Planning Committee or the Head of Planning and Coastal Management shall determine the application or matter shall be made by the Head of Planning and Coastal Management as part of the consultation with the Planning Referral Panel.

## Appendix A: The Scheme of Delegation for Planning as set out in the East Suffolk Council Constitution

### East Suffolk Council Constitution – Part B

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The Planning Referral Panel will also consider whether it is appropriate for the relevant Planning Committee to undertake a site visit before the case is presented to the Planning Committee.

All consultations with the Planning Referral Panel will be recorded.

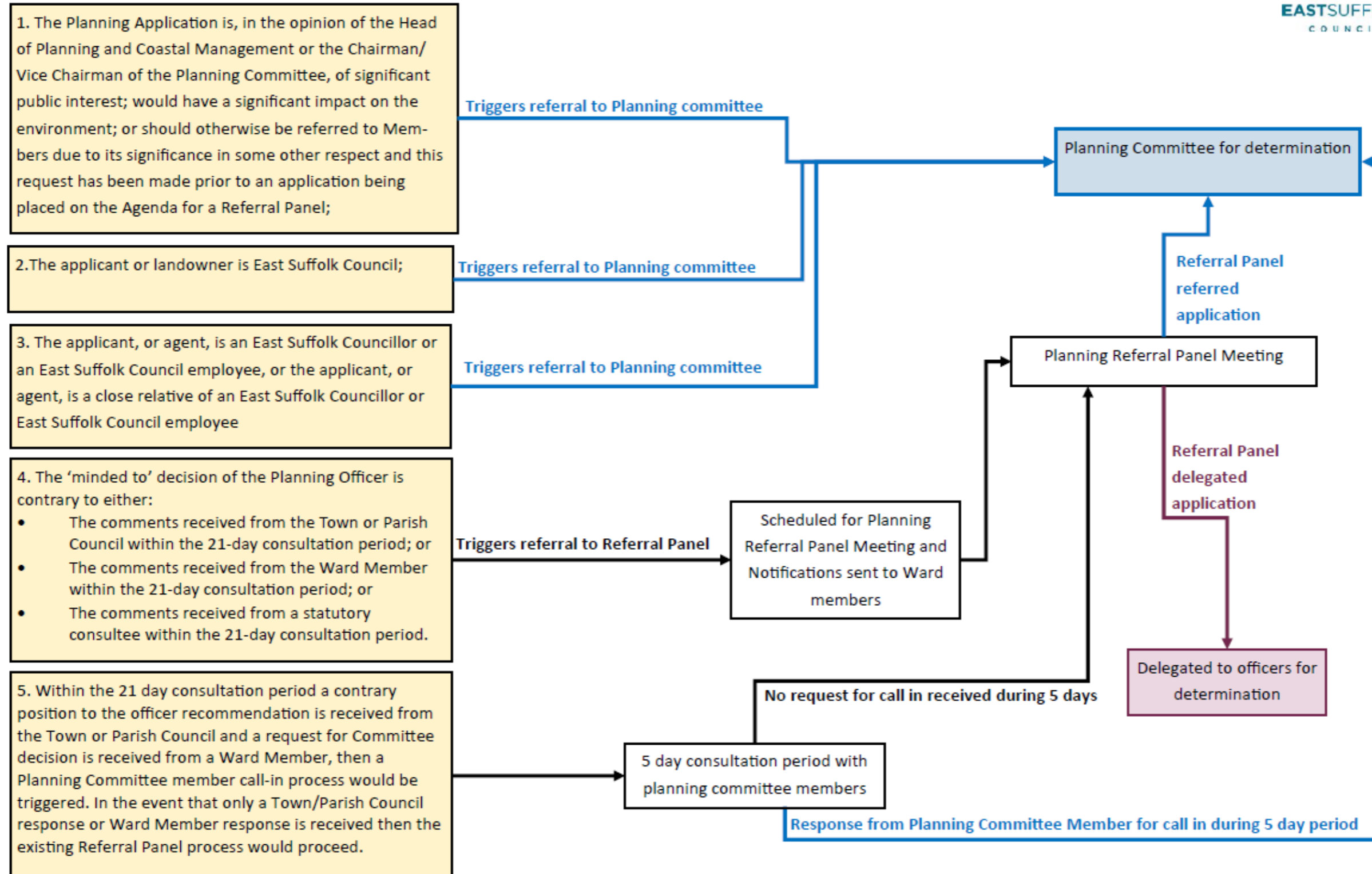


Figure 2: An illustration of the 5 triggers and routes by which Planning Applications can reach Planning Committee for determination.

### How 'Planning Applications' reach Planning Committee at East Suffolk Council, as of 24 January 2024

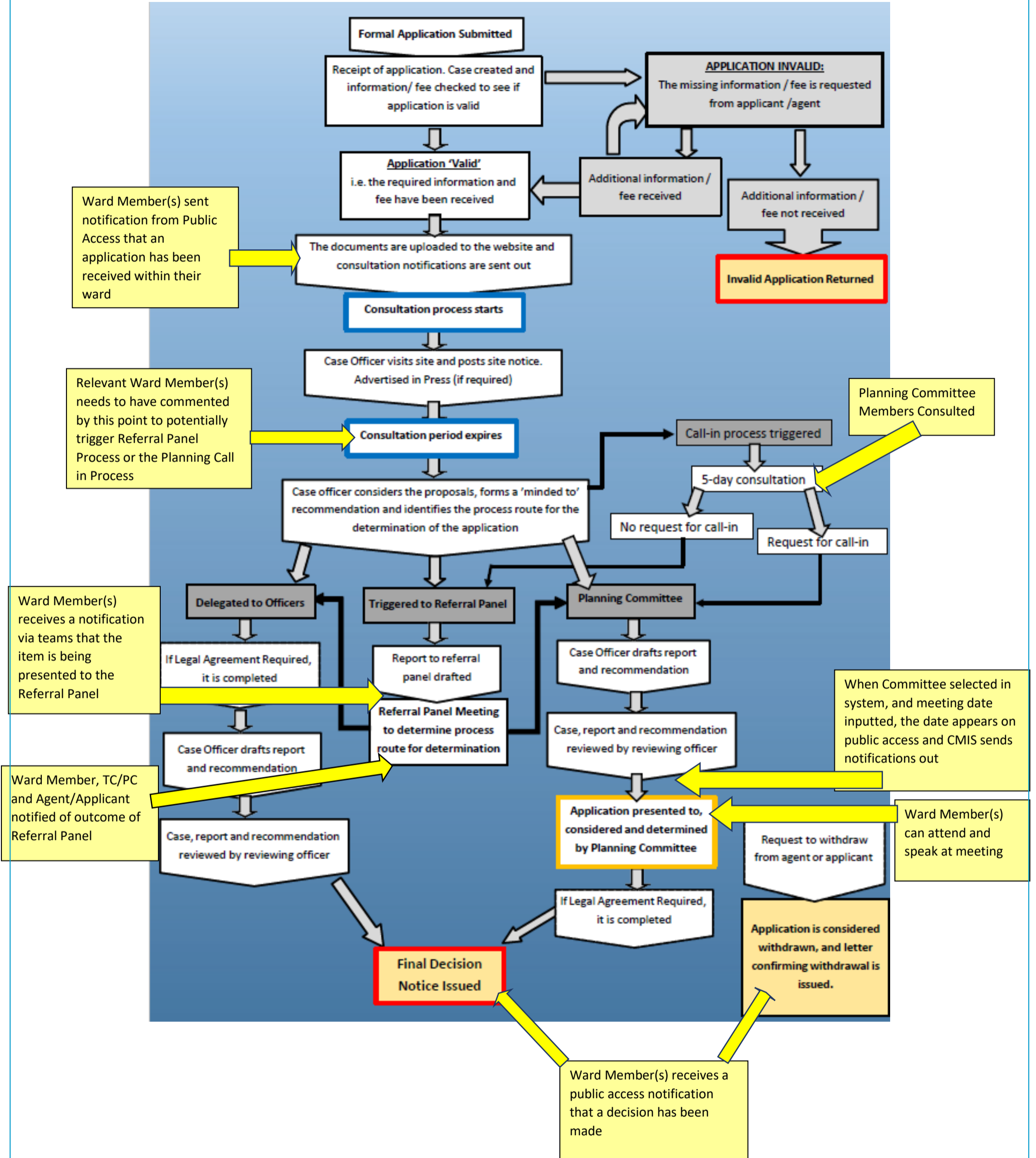


Triggers as set out in [Constitution » East Suffolk Council](#)

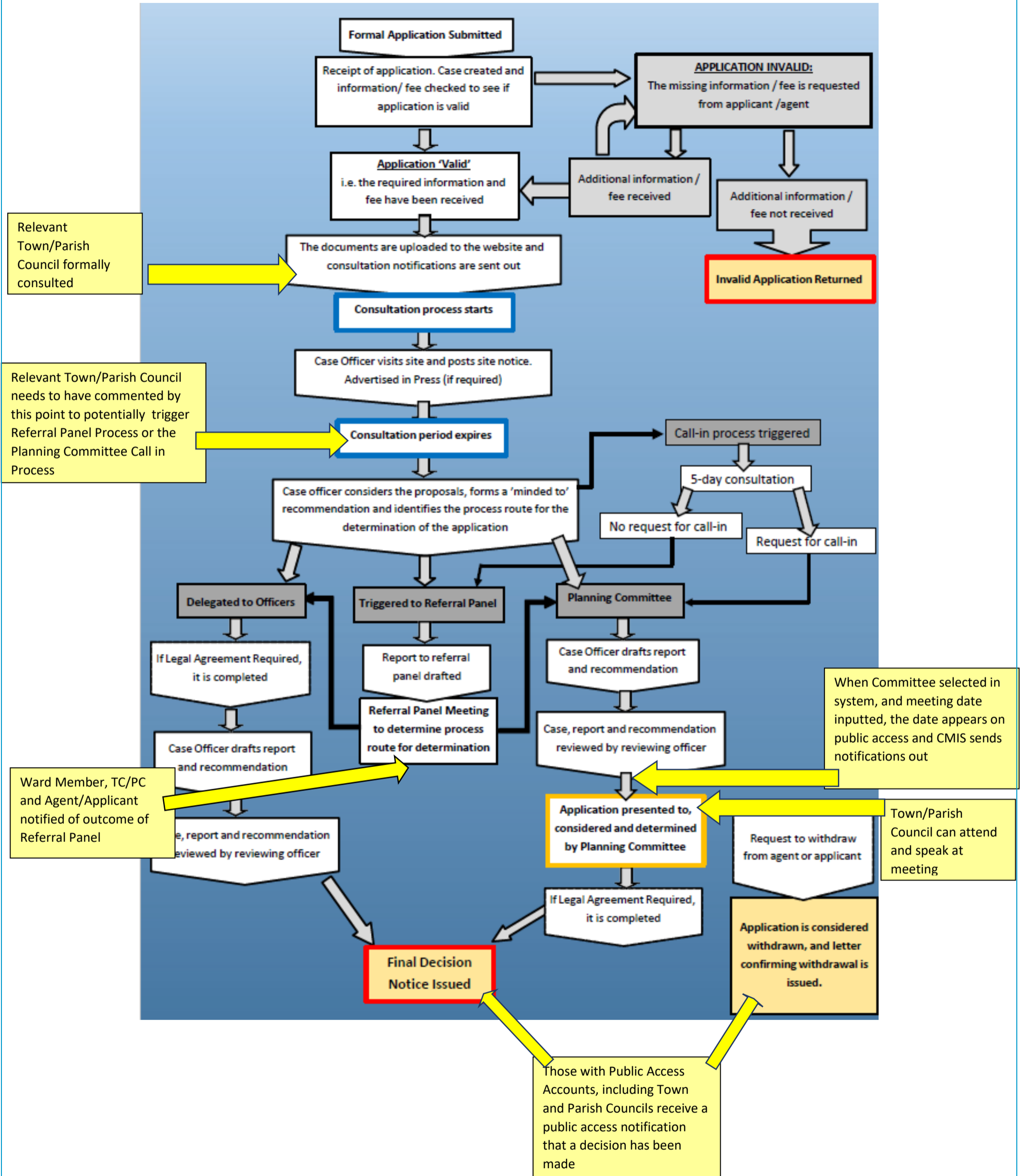


## Appendix B: The key formal interaction points during the Planning Application Process

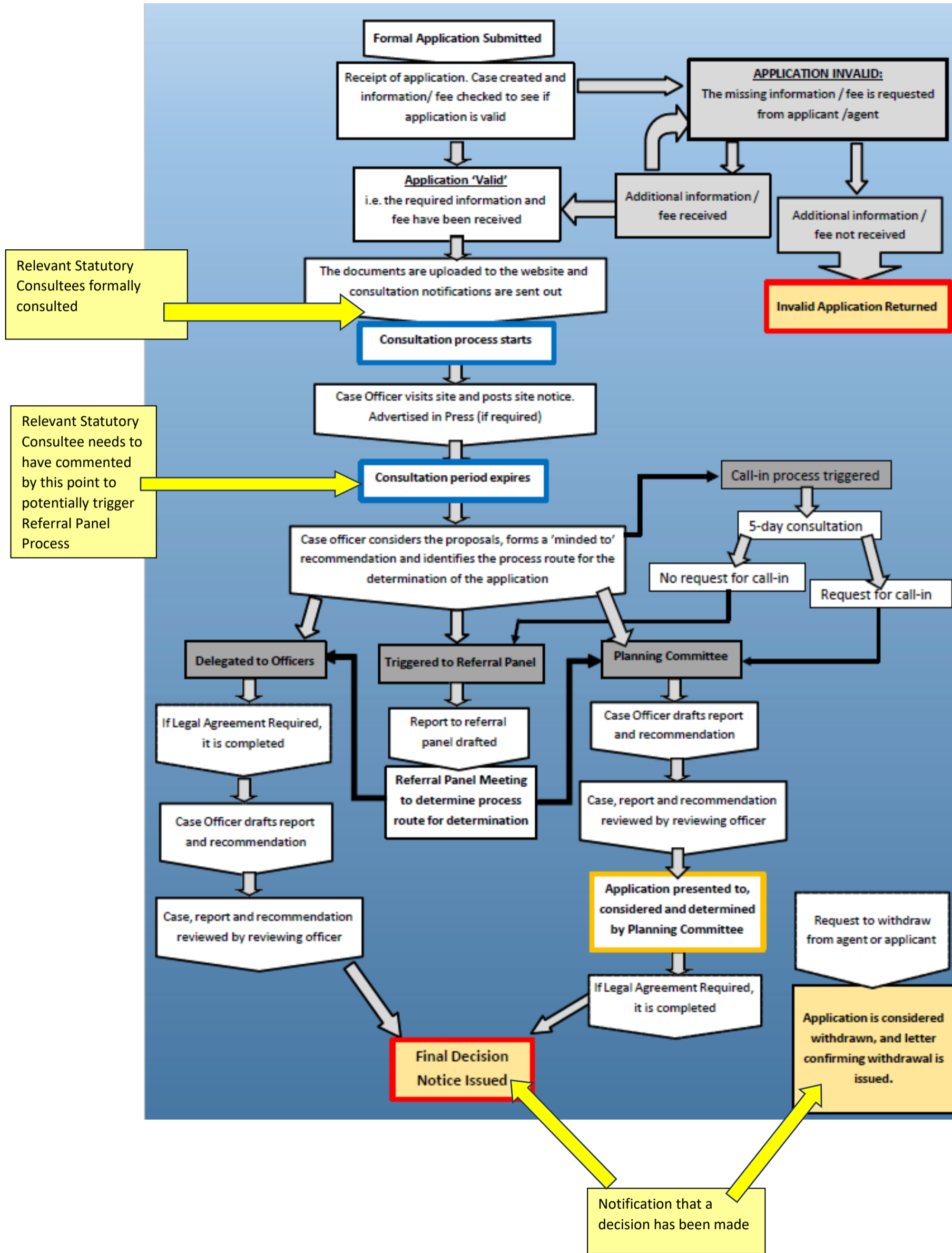
**Figure 1:** A diagram of the application process with the key formal interaction points of Ward Member(s)



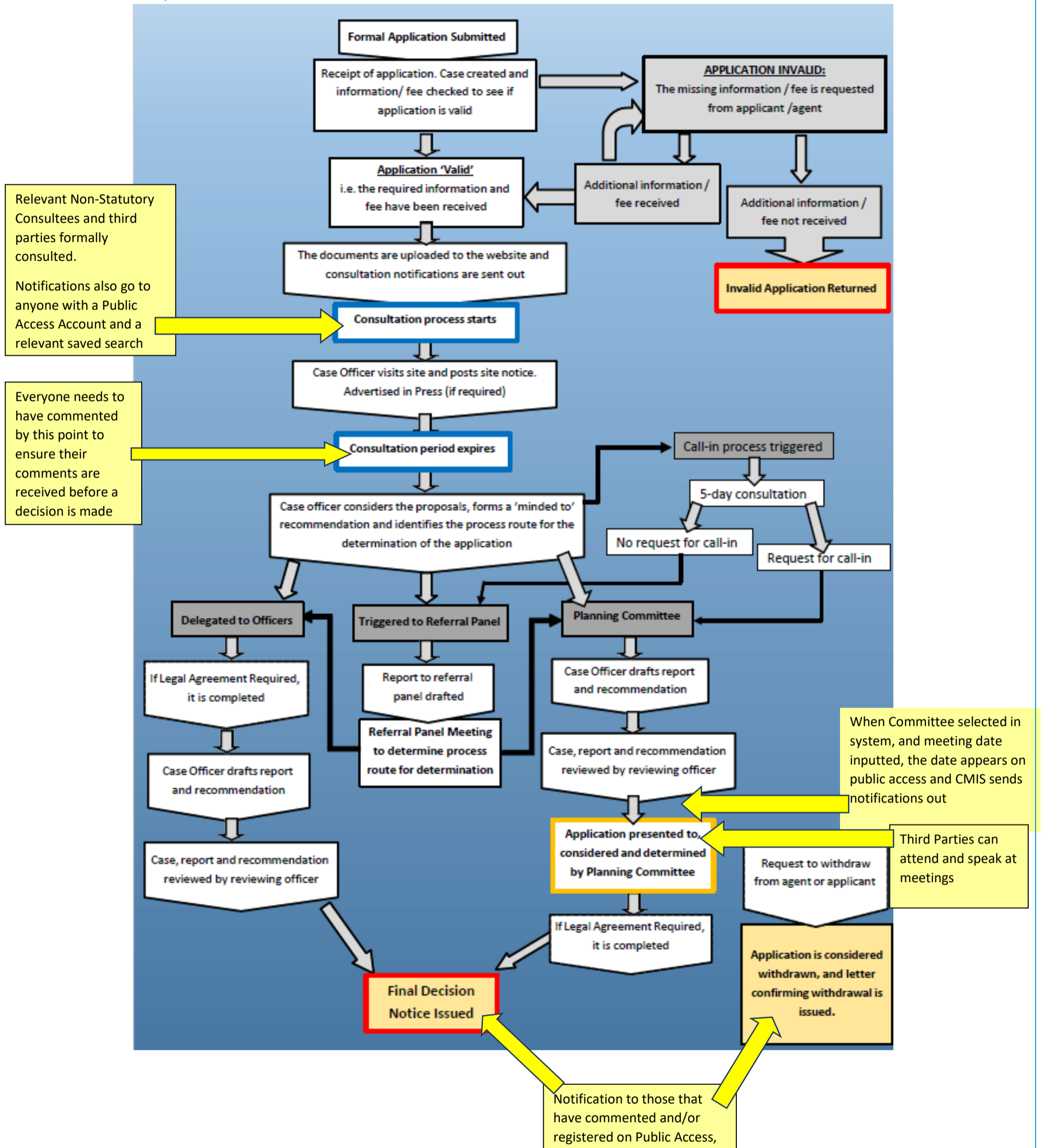
**Figure 2:** A diagram of the application process with the key formal interaction points of Town and Parish Councils



**Figure 3:** A diagram of the application process with the key formal interaction points of Statutory Consultees

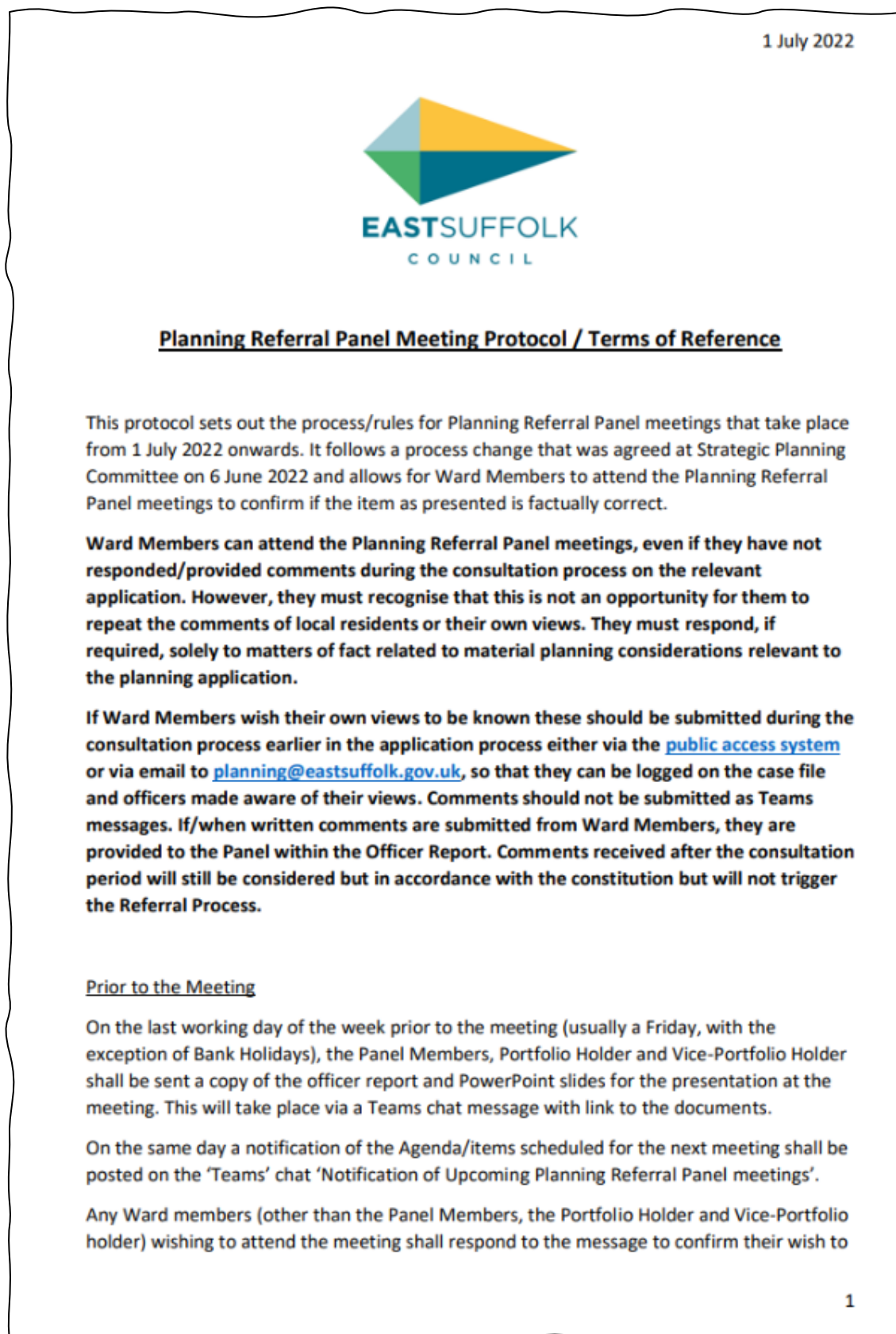


**Figure 4:** A diagram of the application process with the key formal interaction points of Third Parties and non-statutory consultees



## Appendix C: The Planning Referral Panel Protocol

**Figure 1: The Planning Referral Panel Protocol**





1 July 2022

attend. A Teams Meeting Link within a Microsoft Outlook calendar invite will then be sent to the relevant Member.

During the Planning Referral Panel meeting:

As has been the case previously, the meetings will continue to take place via Teams.

For each item before the Planning Referral Panel the following procedure/process steps shall be adhered to:

- 1) The case officer (or another officer if appropriate in the case of staff absence) shall present the application to the panel with a PowerPoint presentation that includes the existing and proposed plans, site photographs and a summary of the comments from those parties that have triggered the referral process (i.e. the Town/Parish Council, Ward Member and/or statutory consultees).
- 2) The Panel Members may then ask questions of the officer.
- 3) The relevant Ward Member(s) (if in attendance) will be asked to confirm if the presentation was factually correct. If they consider there were factual inaccuracies related to the planning merits of the case they will be given the opportunity to explain/provide factual corrections.
- 4) The Planning Referral Panel Members may ask follow up questions of the relevant Ward Member(s) and/or officers if clarification is required.
- 5) The Planning Referral Panel Members will then discuss the appropriate determination route. This debate must focus on whether there is sufficient material planning merit to justify referring the application to North/South Planning Committee, or whether the application should be delegated to the Head of Planning and Coastal Management for determination or if the application should be deferred to a later Referral Panel meeting to enable clarification of any remaining factual 'inaccuracies' relating to material planning considerations

Material planning merits that may be relevant to justify referring to Planning Committee or delegating the determination of the application may include:

- Whether the comments raised by those triggering the process (i.e. the Town/Parish Council, Ward Member and/or statutory consultees), are of sufficient material relevance as to require debate in public.

And/or

- Whether there are any other relevant material aspects of the case not raised by those triggering the referral process, are of sufficient material relevance as to require debate in public.

2

1 July 2022

The Panel members may highlight if they consider a suggested planning condition is missing from the officer's recommendation, but they must not debate/determine the outcome of the application itself (i.e. if it should be approved or refused)

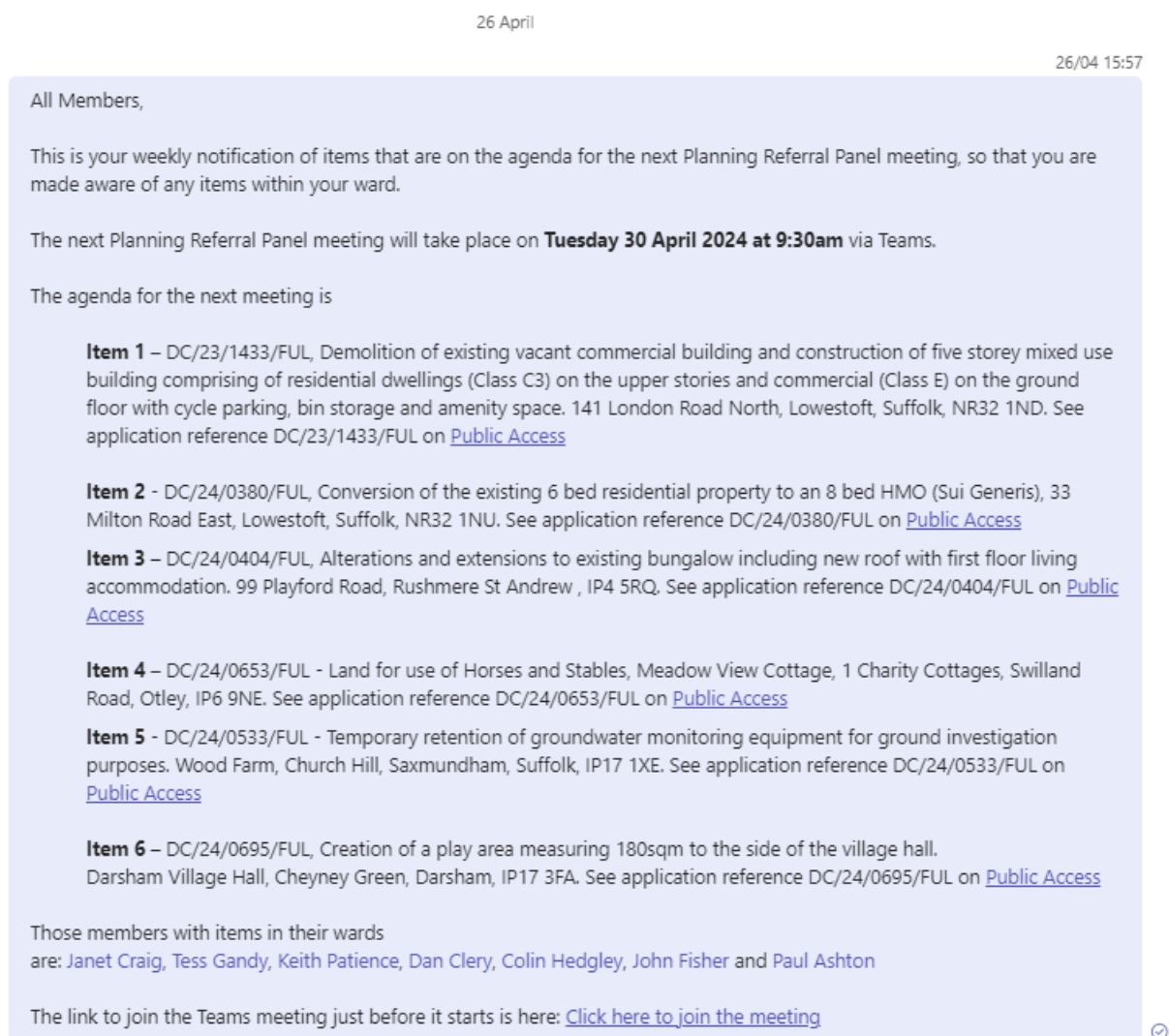
- 6) The relevant Ward Member(s) (if in attendance) will be asked to confirm if there were any factual inaccuracies during the discussion. If they consider there were factual inaccuracies relating to the planning merits of the case they will be given the opportunity to explain/provide factual corrections.
- 7) The Referral Panel Members can then seek clarification from officers, on any matters material to their decision and/or process before they make a decision. This decision is to be solely on the determination route of the application (i.e. as to whether the application should be referred to North / South Planning Committees or delegated to officer level for determination or deferred to a later Panel meeting if points of material planning clarification remain to be resolved). This decision is made by each member voicing their recommendation. The determination route is decided by the majority vote and is a recommendation to the Head of Planning Services and Coastal Management for his consideration.

#### After the Referral Panel Meeting

On every application that was considered at the Referral Panel, the case officer will notify the applicant/ agent, the Town/Parish Council and relevant Ward Member(s) of the outcome (i.e. if the application is to be determined at Planning Committee or is delegated to officer level for determination). These notifications are usually sent out within 24 hours of the Referral Panel Meeting.

Appendix D: The notifications sent to Ward Members of upcoming Planning Referral Panel Meetings and to Planning Committee Members of the Call-in process.

**Figure 1:** A screenshot of the “Notification of Upcoming Planning Referral Panel Meetings” Teams chat, showing the type of notification all ward members receive every week



**Figure 2:** A copy of the template for emails notifying/consulting Planning Committee members of the call-in process (trigger 5 in the constitution)

Planning Committee Members,  
I am writing to inform you that the following planning application has triggered the Planning Committee Member Call-in process under trigger point 5 of the Scheme of Delegation as set out in the constitution.

Application Reference:	XXX
Application Description:	XXX
Address:	XXX

The application and documents can be viewed on public access.  
[Link to view application on public access](#)

The application has triggered this process because the views of the Town/Parish Council and the Ward Member were contrary to the 'minded to' decision of the Planning Officer during the 21-day consultation period.

The comments submitted by XXXXXXXXXX Town/Parish Council during the <u>21 day</u> consultation period were:	
Summarised:	XXXXXXXXXXXXXXXXXXXX

The attached comments submitted by the Ward Member during the <u>21 day</u> consultation period were:	
Summarised:	XXXXXXXXXXXXXXXXXXXX

As case officer I am minded to recommend the application for XXXXXX

**Any Planning Committee member calling in the application must respond within 5 working days of this email setting out how you consider it meets the expectation that:**  
*"The proposal would be of significant public interest; would have a significant impact on the environment; or should otherwise be referred to Members due to its significance in some other respect".*

**You must 'reply to all' and copy in:**

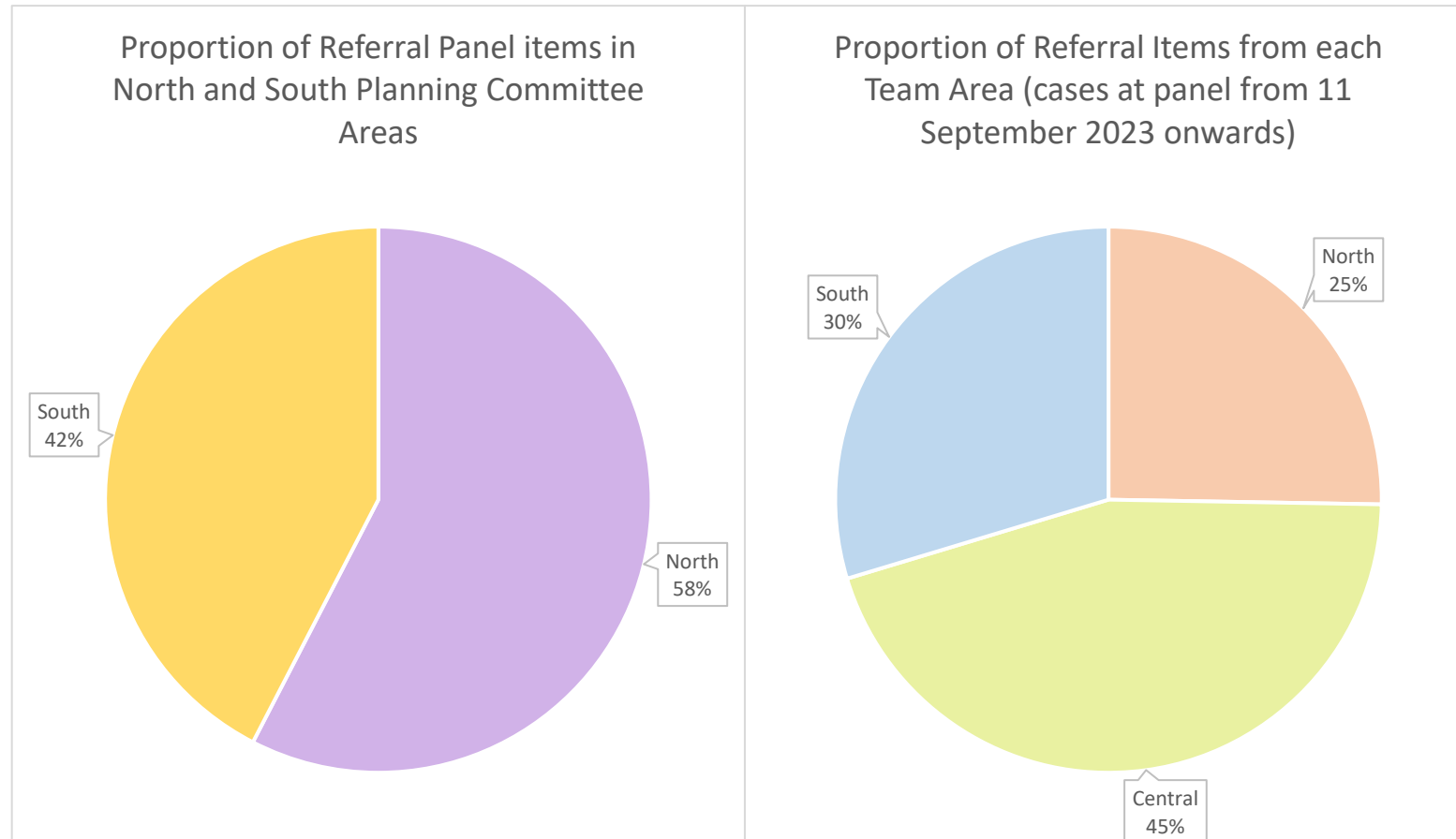
**The Town/Parish Council: ADD NAME AND EMAIL**  
**The Ward Member(s): ADD NAMES EMAIL**

**A call-in request must be received by 5PM ON DATE** (date to insert here is 5pm on the 5<sup>th</sup> day when email sent before 5pm the week before)  
The first call-in request received from a Planning Committee member will be treated as the relevant call-in. After this no further call-in replies are required.  
If no call-in request is received, the application will proceed to Referral Panel for consideration of the method of determination

Regards  
XXXXXXXXXXXXXXXXXXXX

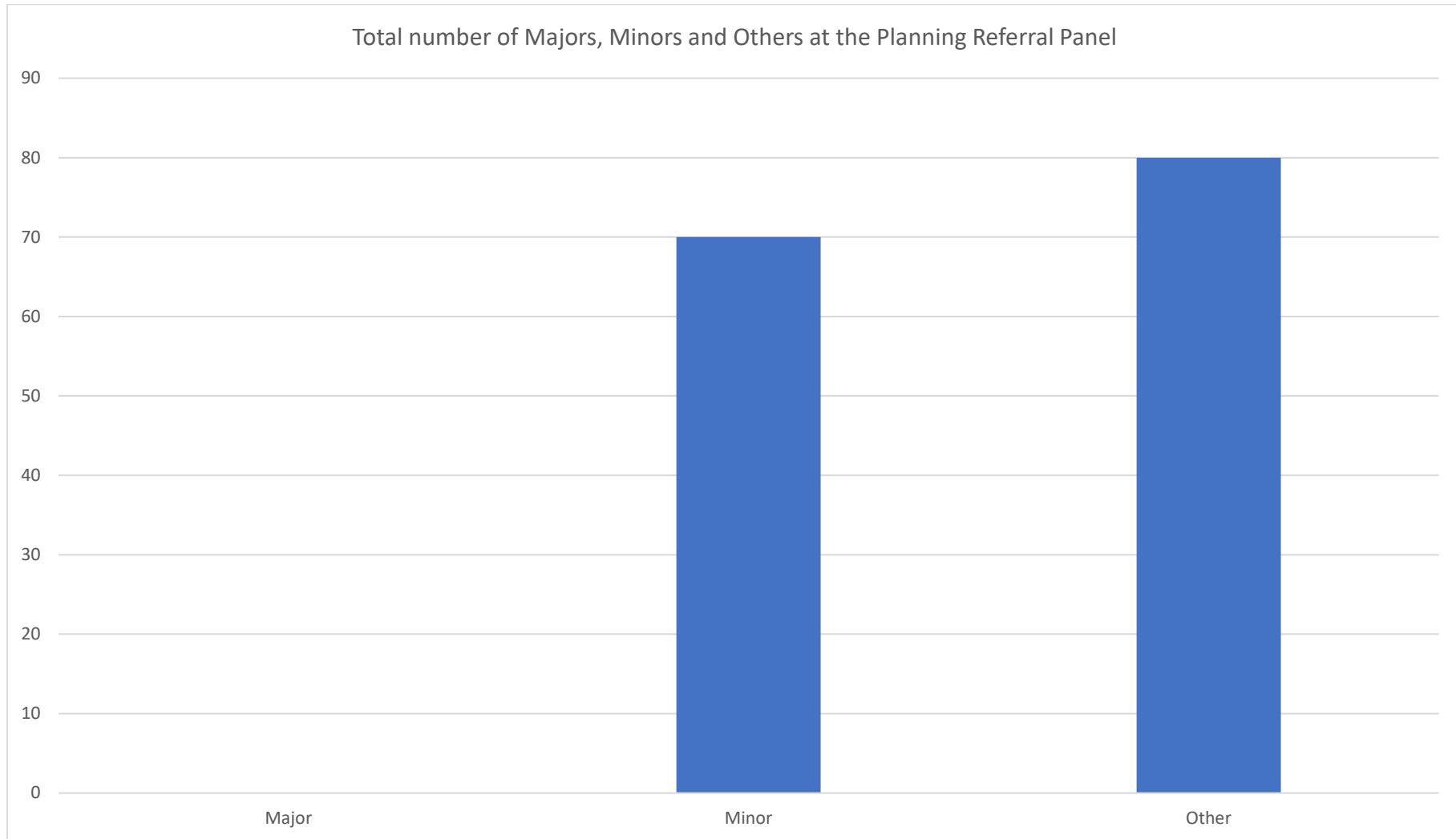
## Appendix E: The numbers, proportions and scale of applications at the Planning Referral Panel

**Figure 1:** The Proportion of Referral Panel Items in the North/South Planning Committee Areas between 1 April 2023 and 31 March 2024, and the proportion of Referral Items in the North/Central/South Team areas from 11 September 2023 to 31 March 2023



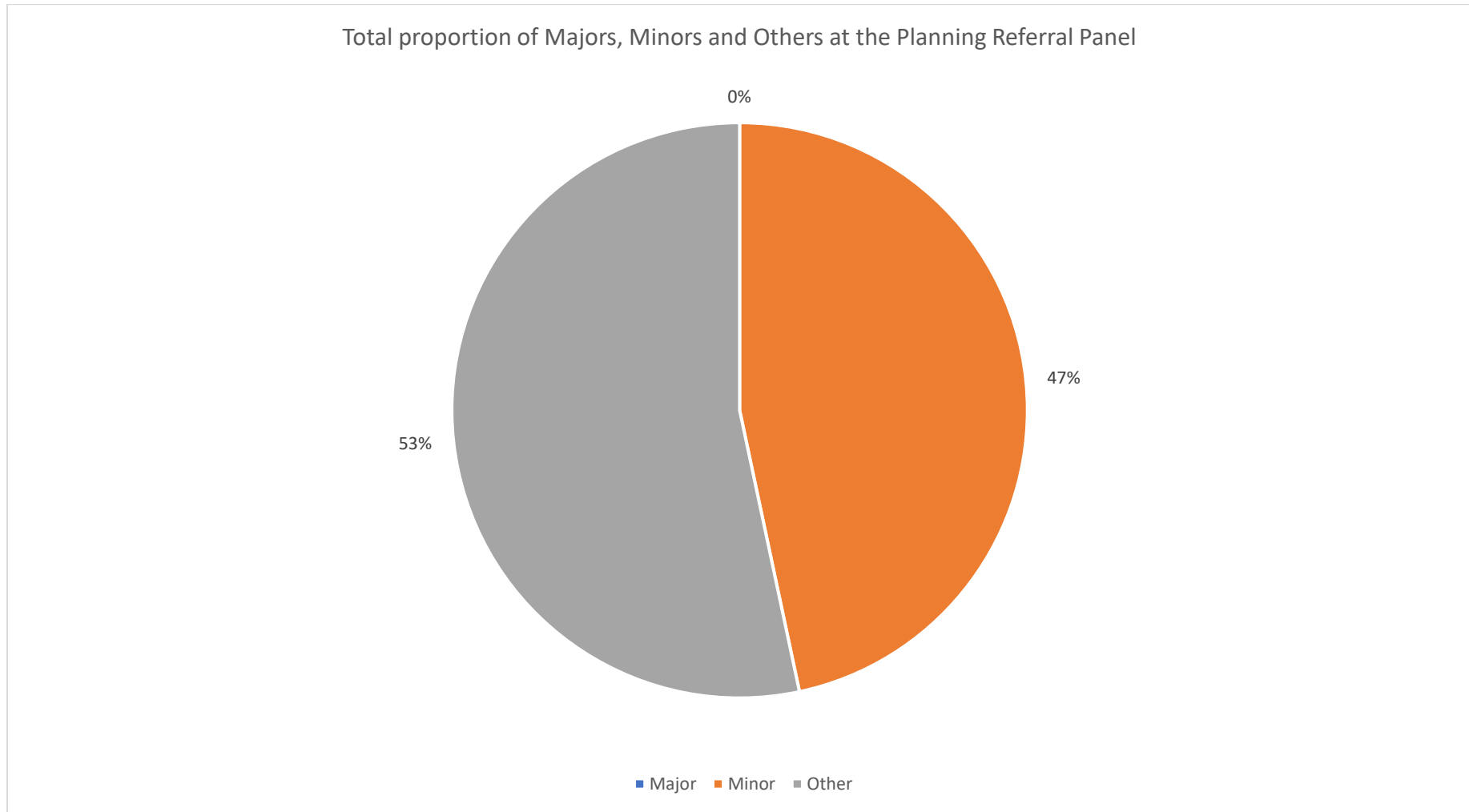
Note: A map of the area boundaries can be found at [DMParishes-with-contact-info.pdf \(eastsuffolk.gov.uk\)](https://www.eastsuffolk.gov.uk/sites/default/files/2023-09/DMParishes-with-contact-info.pdf)

**Figure 2:** The number of Majors, Minors and Others at Referral Panel between 1 April 2023 and 31 March 2024

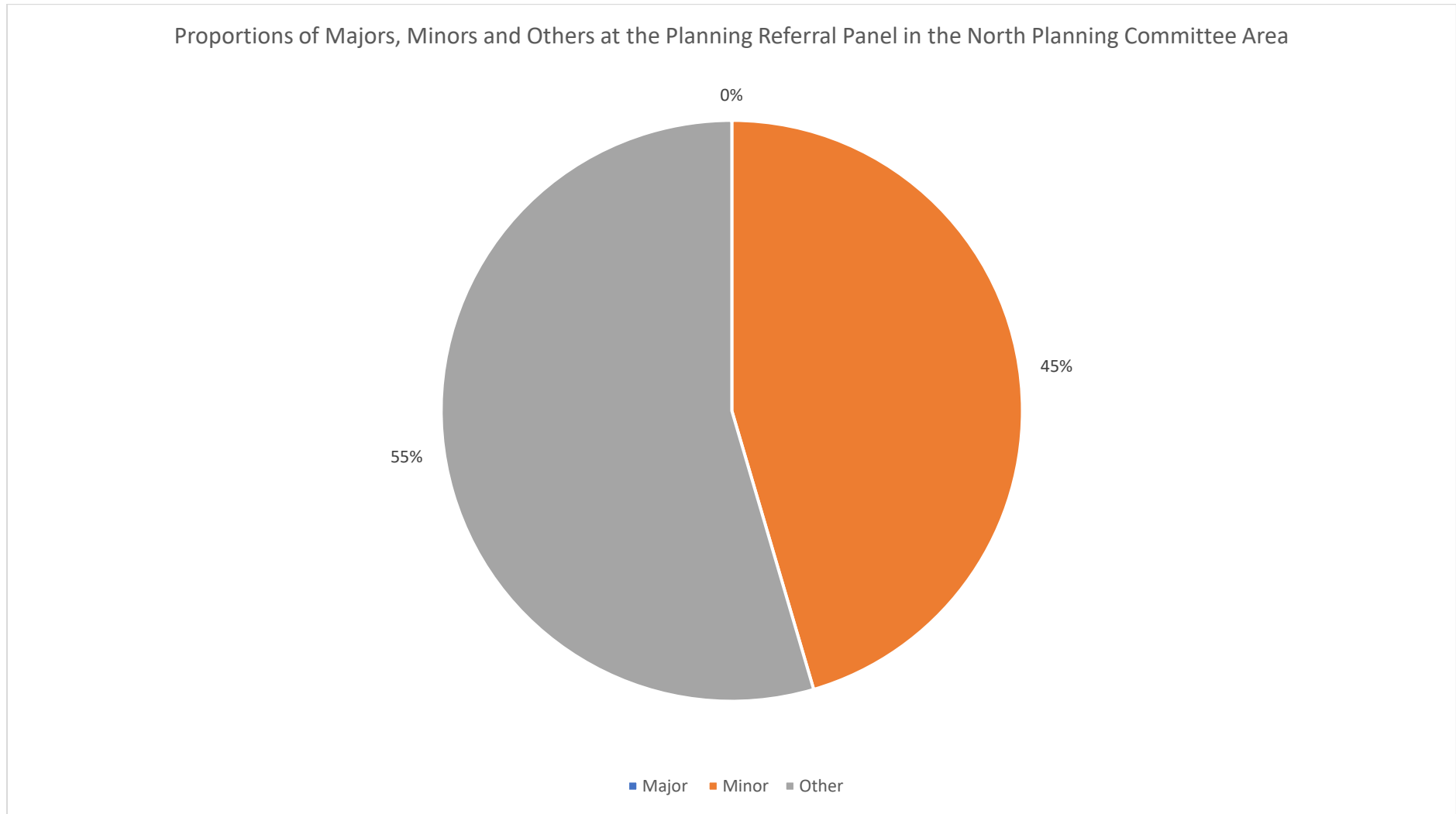




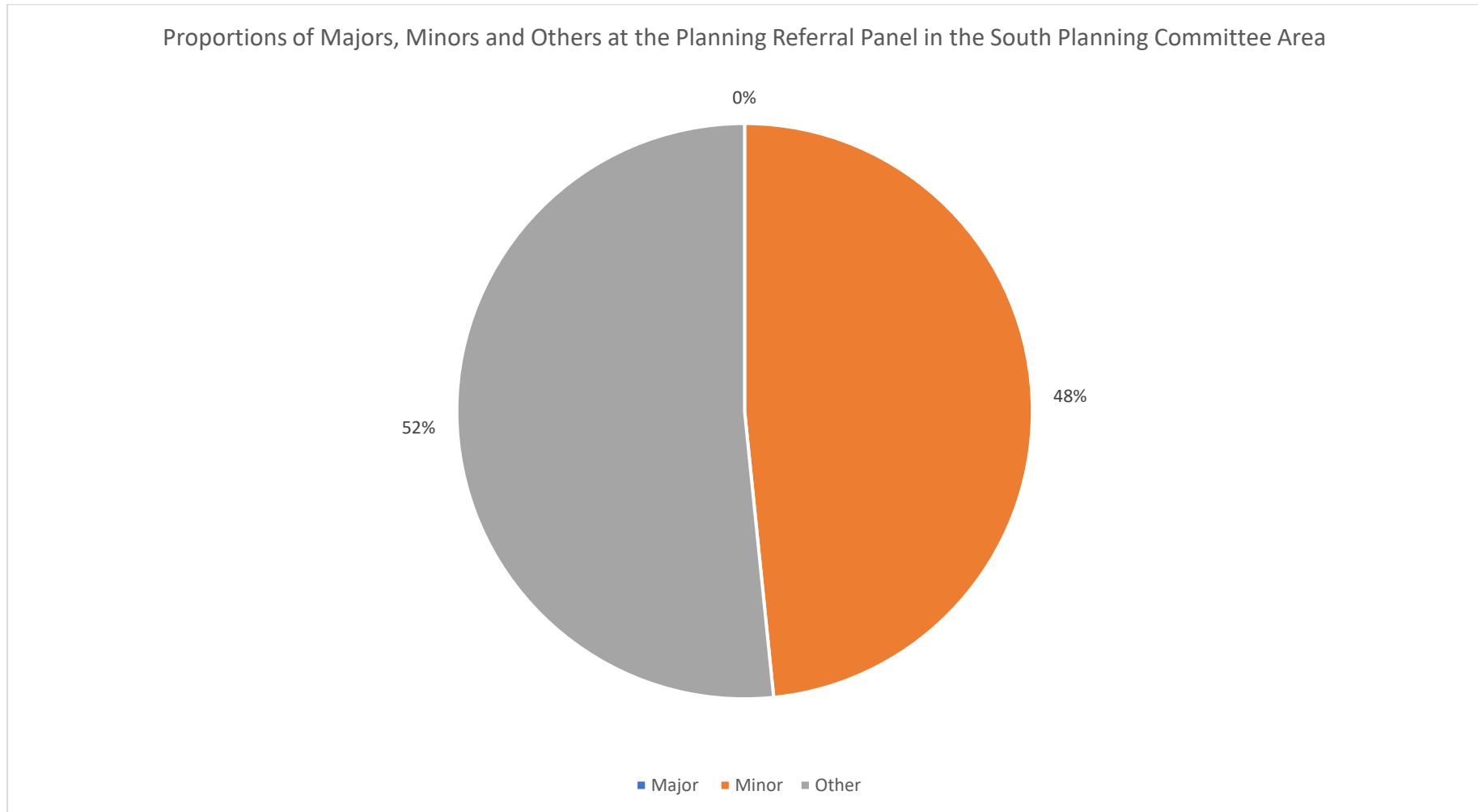
**Figure 3:** The percentage of items that were Majors, Minors and Others at Referral Panel between 1 April 2023 and 31 March 2024



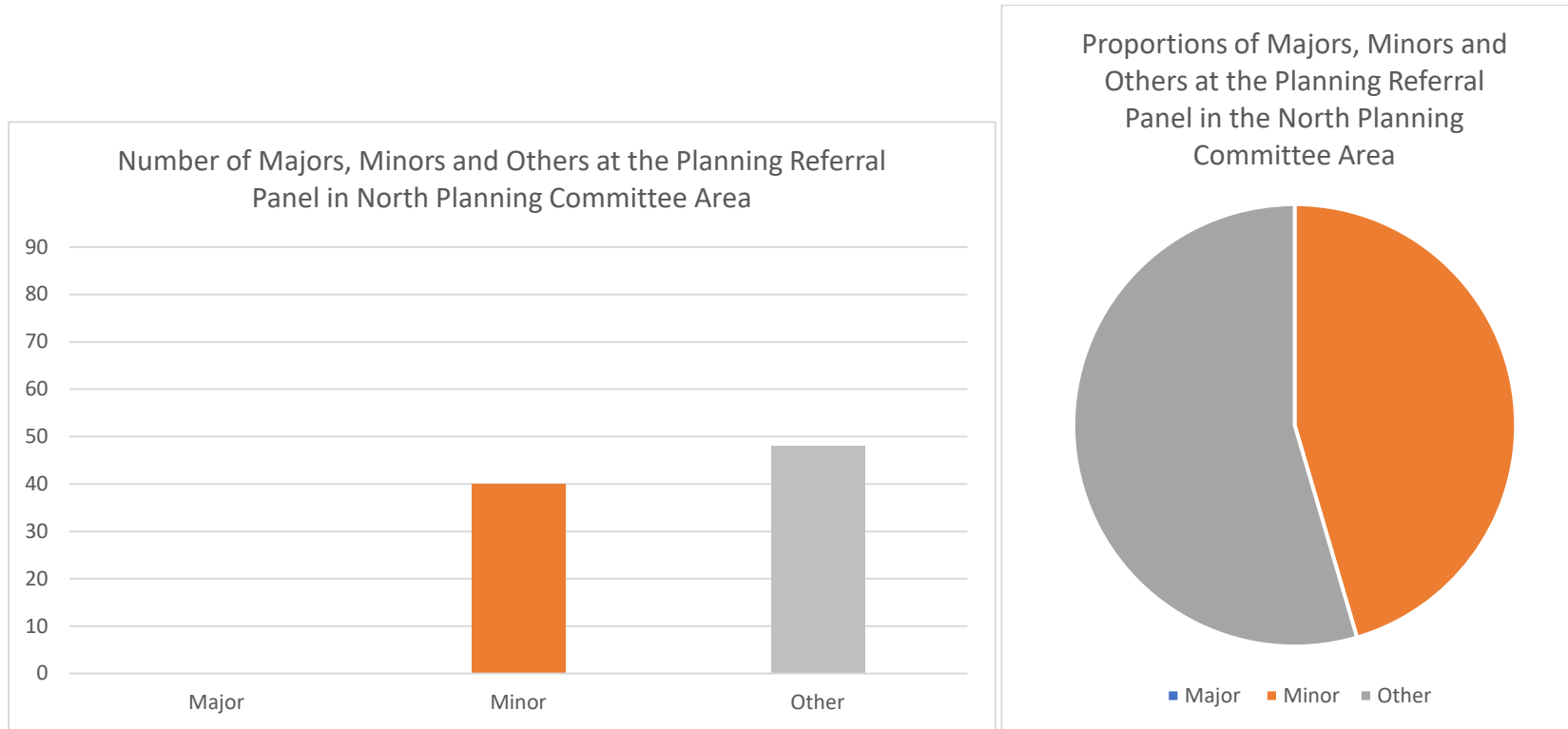
**Figure 4: The Percentage of Majors, Minors and Others within the North Area at Referral Panel between 1 April 2023 and 31 March 2024**



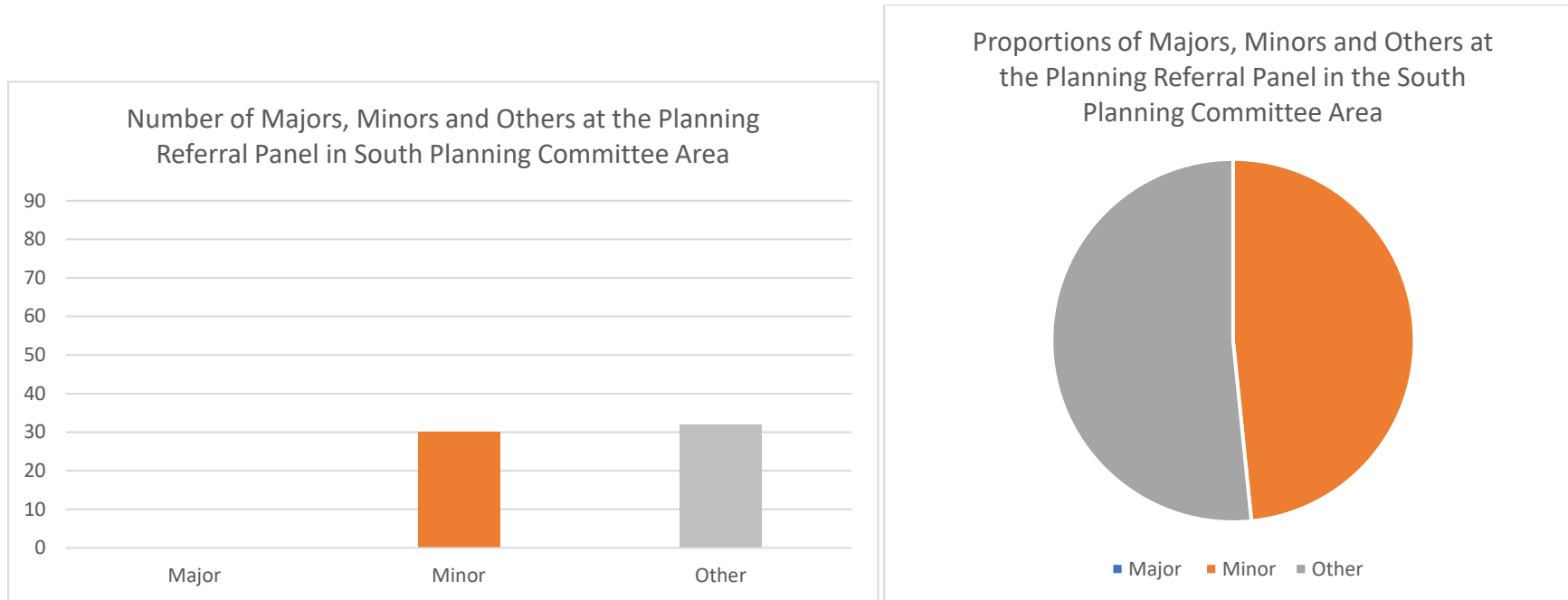
**Figure 5: The Percentage of Majors, Minors and Others within the South Area at Referral Panel between 1 April 2023 and 31 March 2024**



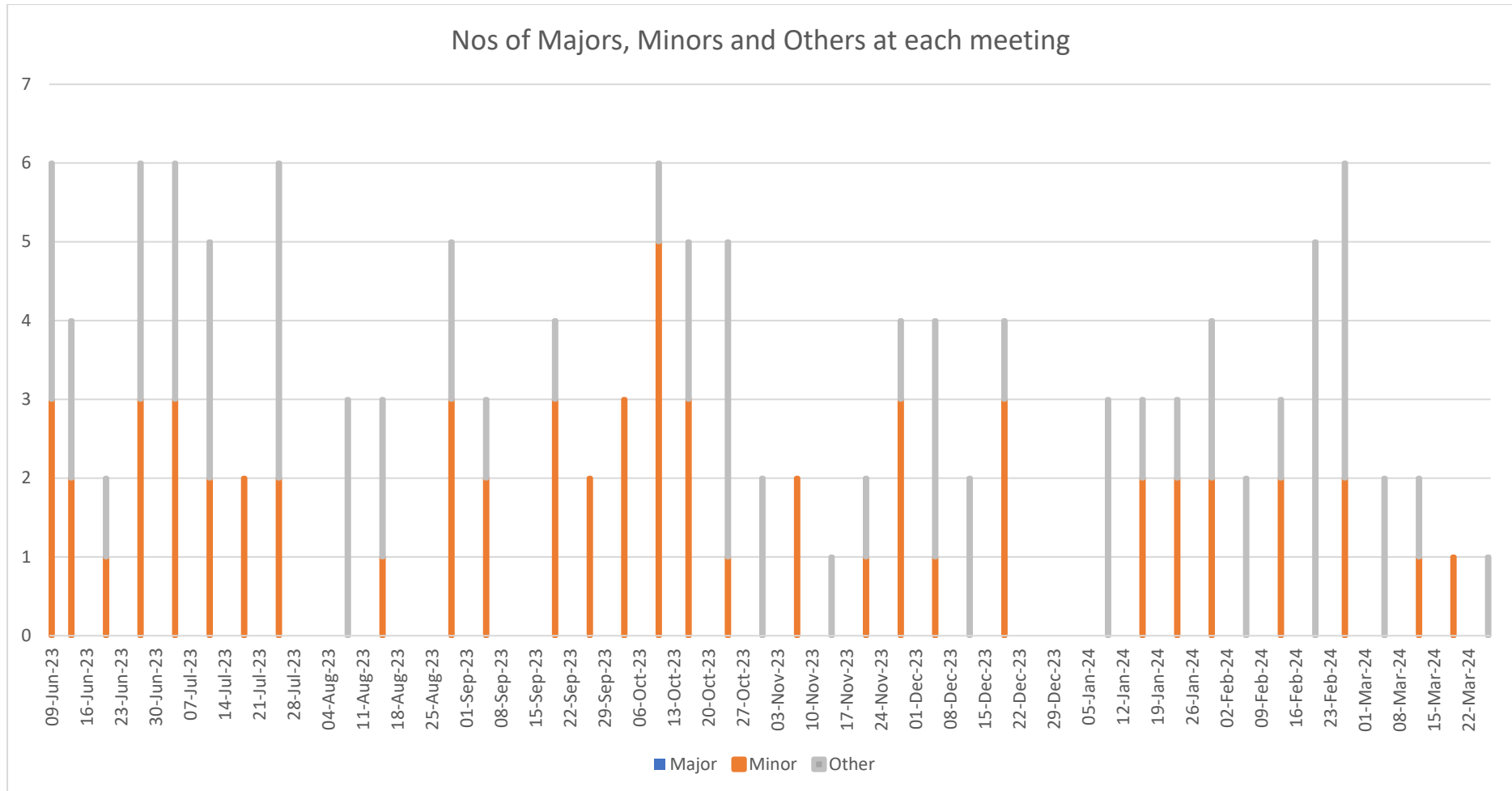
**Figure 6: The Number of Majors, Minors and Others within Planning Committee North Area at Referral Panel between 1 April 2023 and 31 March 2024**



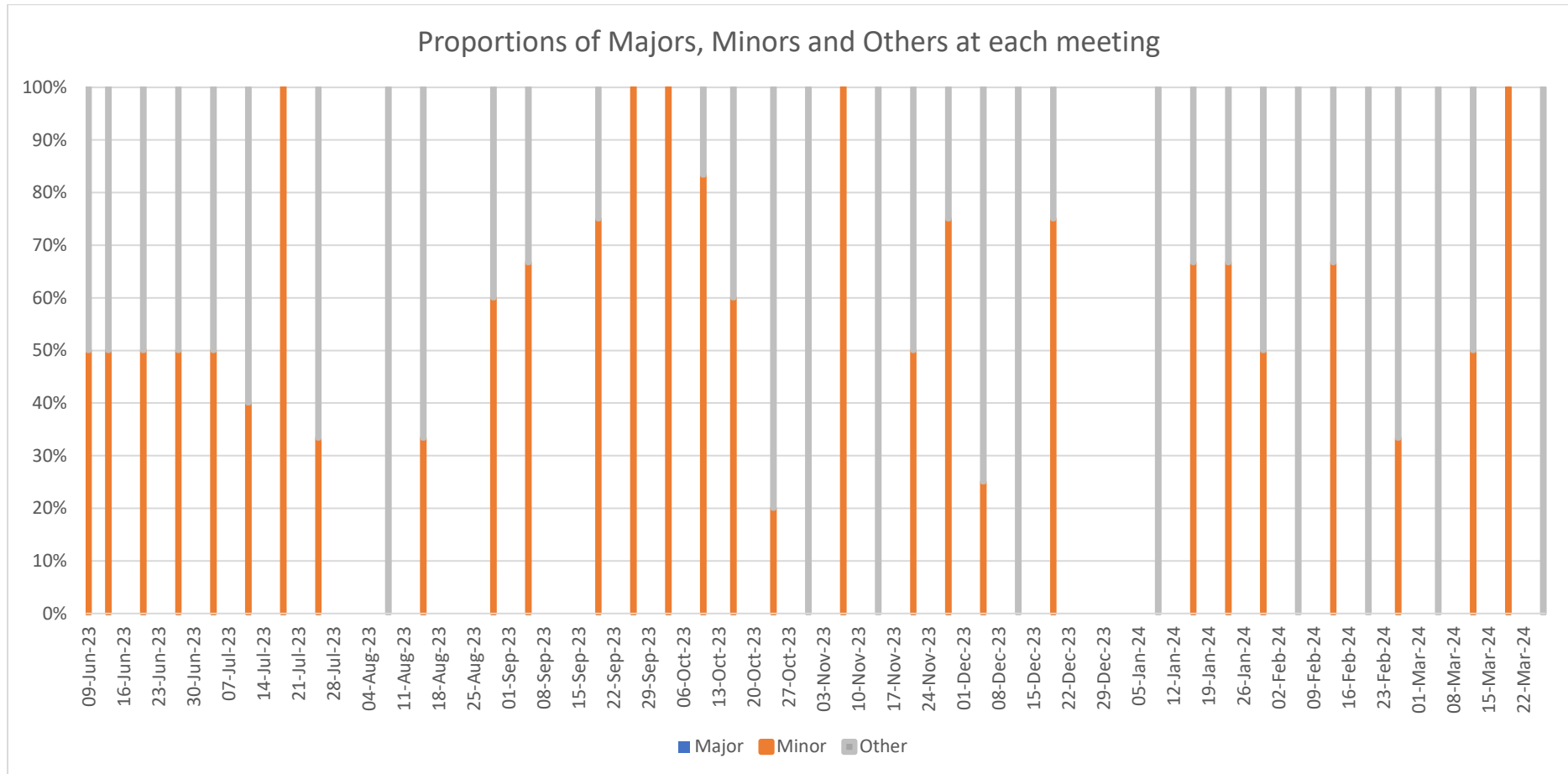
**Figure 7: The Number of Majors, Minors and Others within Planning Committee South Area at Referral Panel between 1 April 2023 and 31 March 2024**



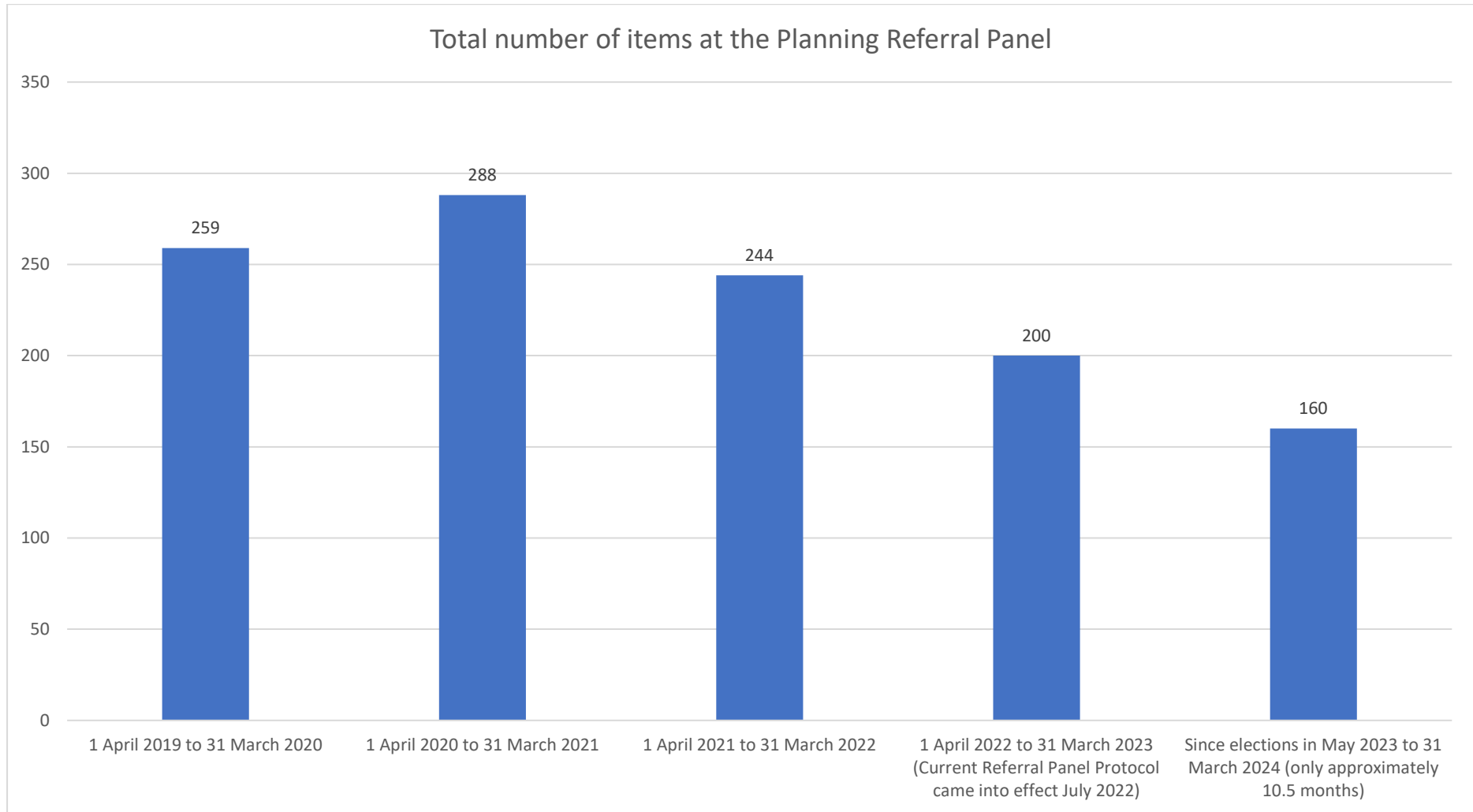
**Figure 8: The Number of Majors, Minors and Others at each meeting of the Referral Panel between 1 April 2023 and 31 March 2024**



**Figure 9: The Proportion of Majors, Minors and Others at each meeting of the Referral Panel between 1 April 2023 and 31 March 2024**

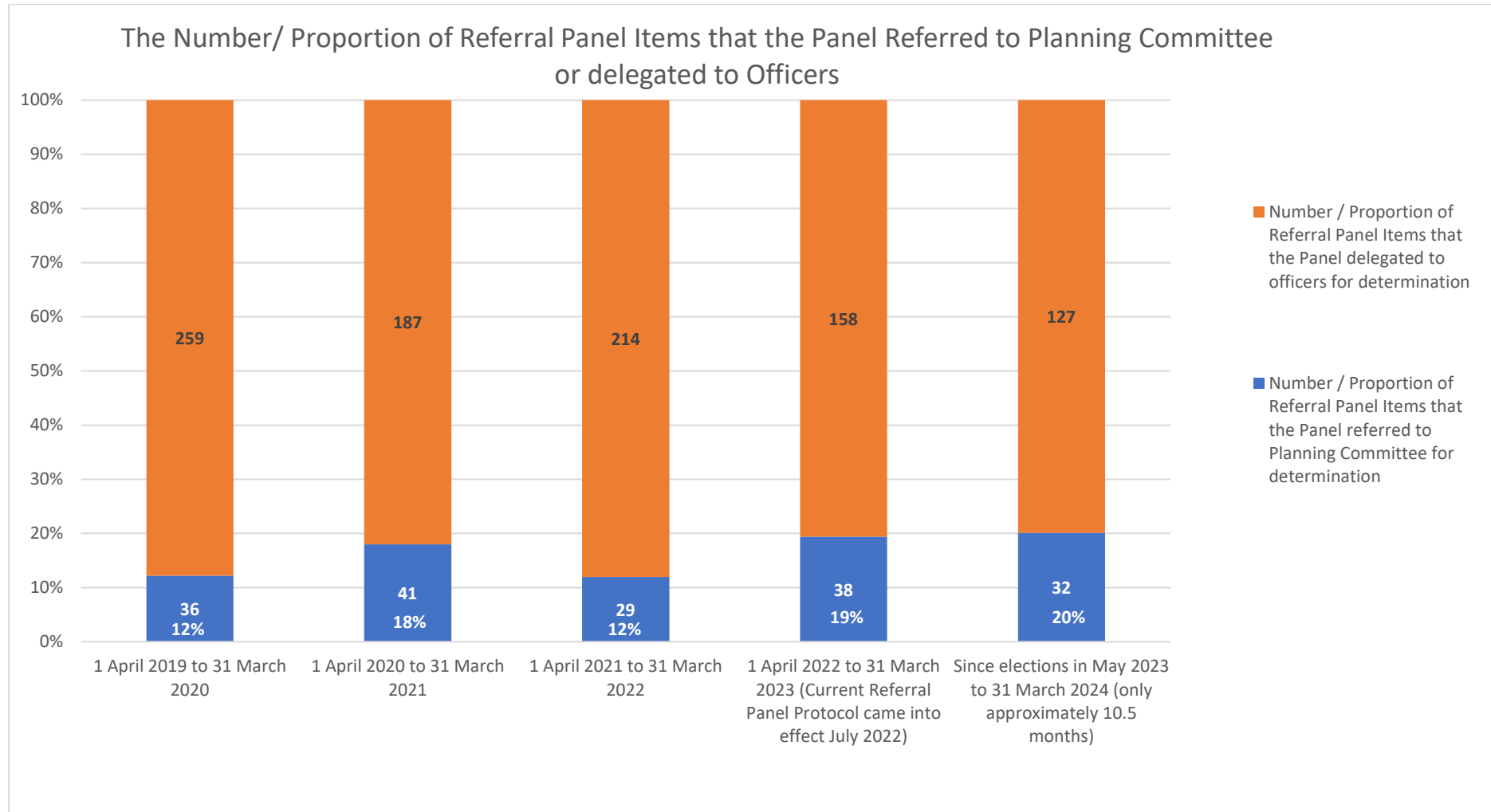


**Figure 10:** The total number of items at the Planning Referral Panel per year, since the Panel was introduced.

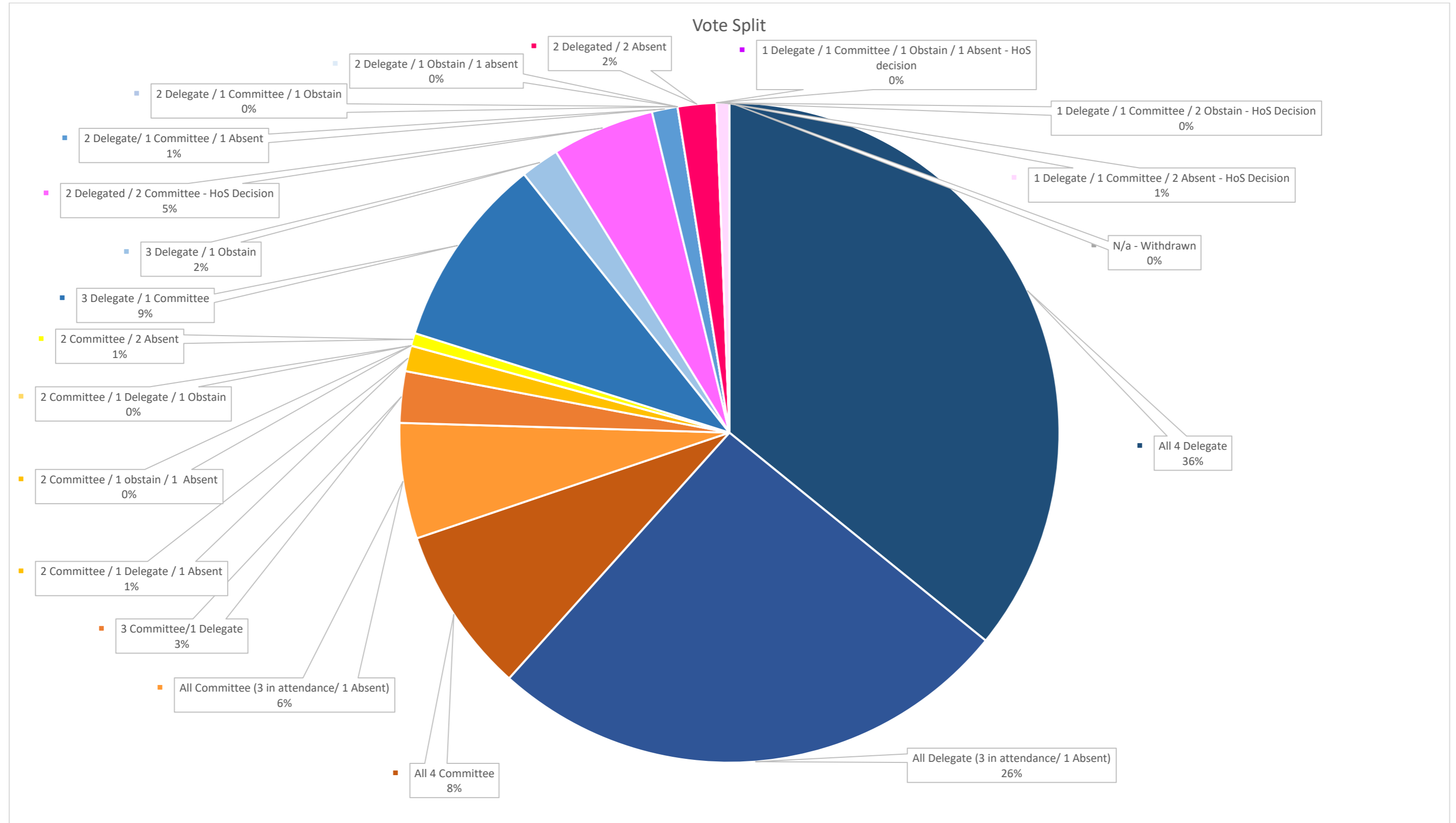




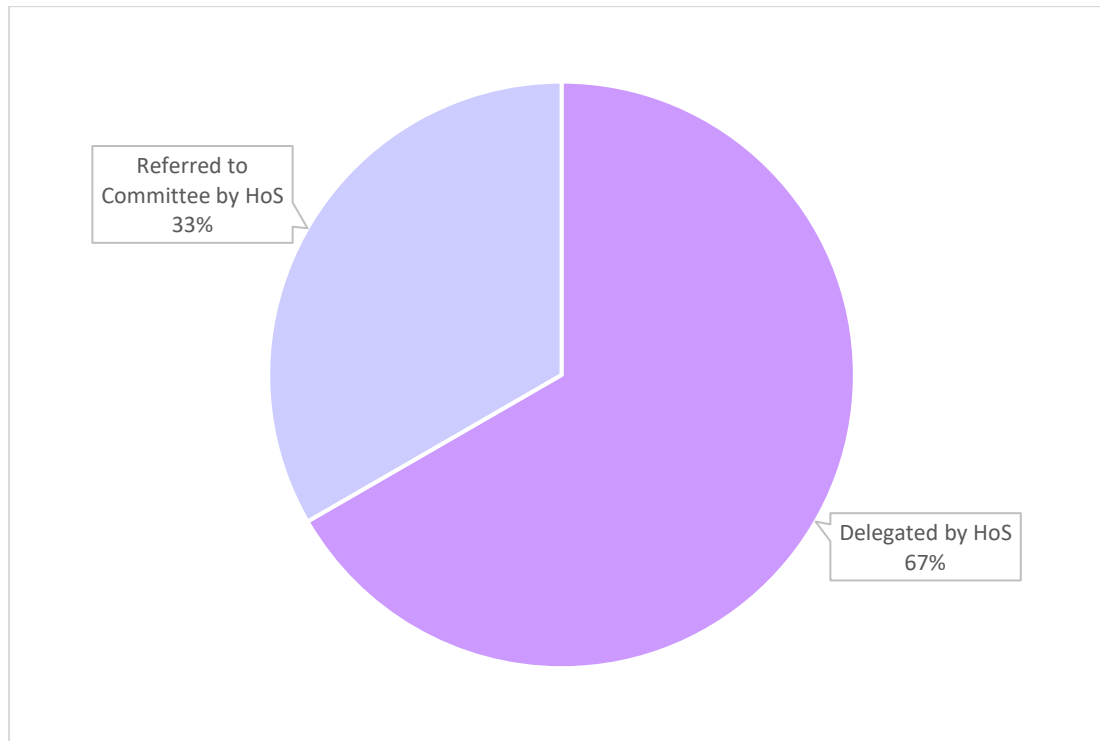
**Figure 11:** The Number/Proportion of items at the Planning Referral Panel that the Panel referred to Planning Committee or delegated to Officers per year since the Planning Referral Panel was introduced.



**Figure 12: The split of votes on items at the Referral Panel between May 2023 and 31 March 2024**

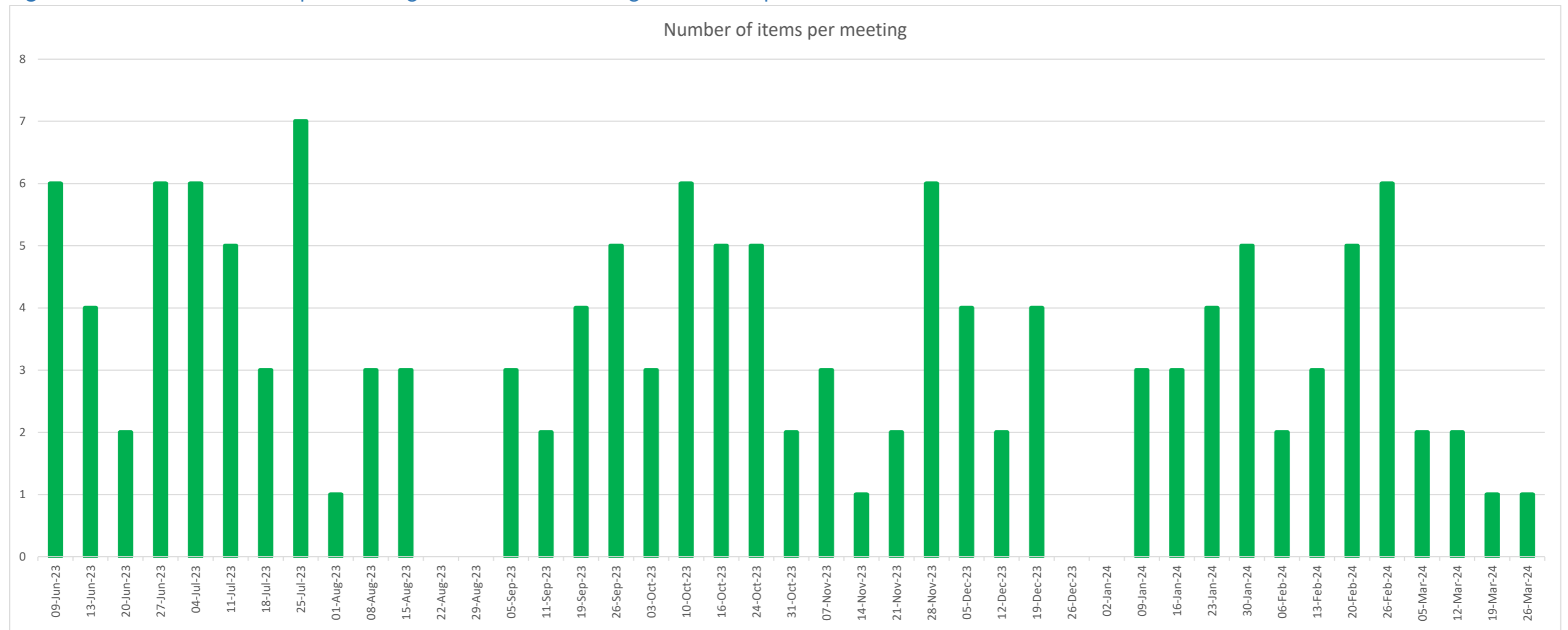


**Figure 13:** The outcomes of items that were an even vote by the Referral Panel, so referral/delegation decided by the Head of Service

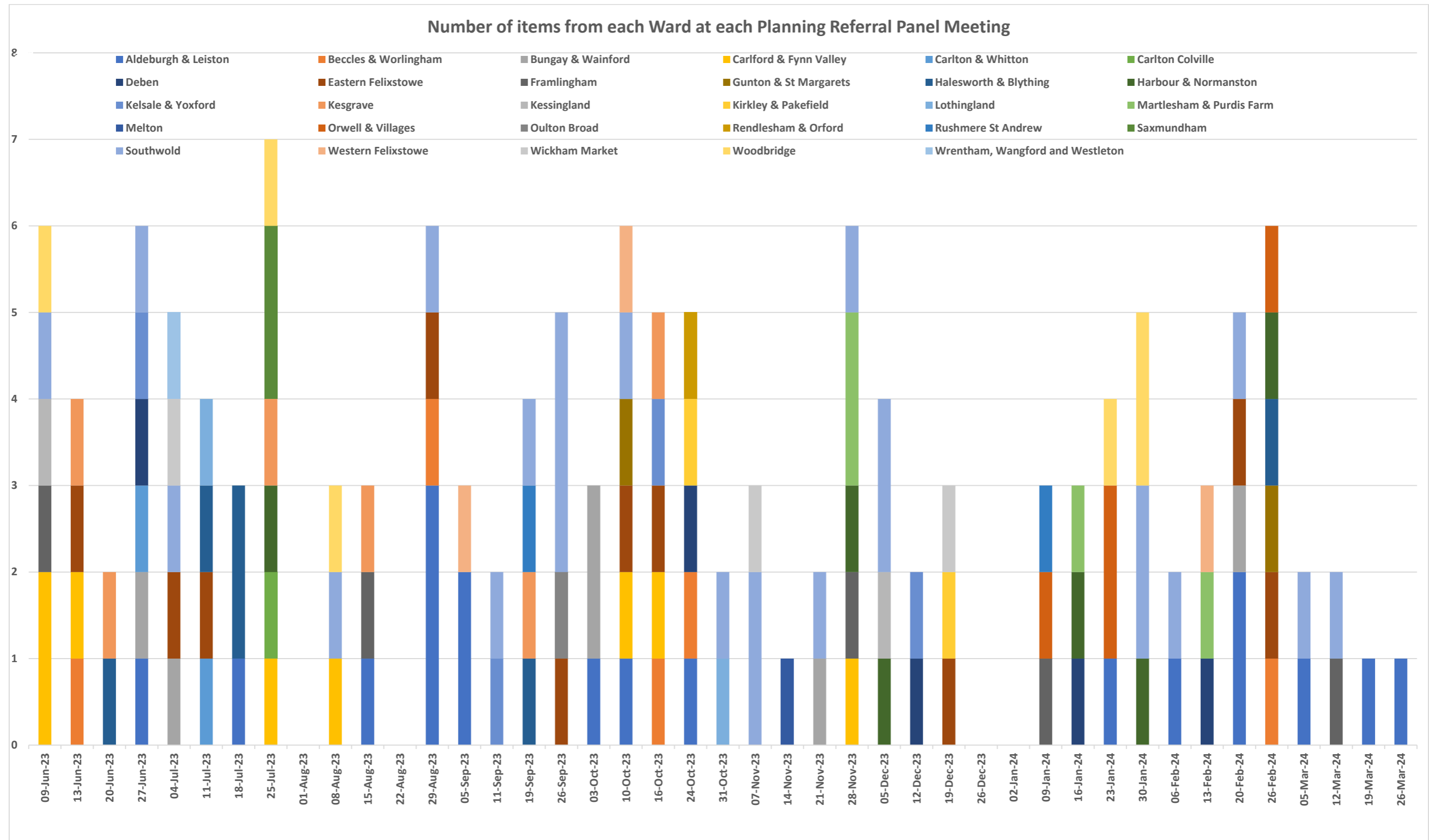


Appendix F: The numbers of items per meeting for each ward at each of the Referral Panel meetings  
between 1 April 2023 and 31 March 2024

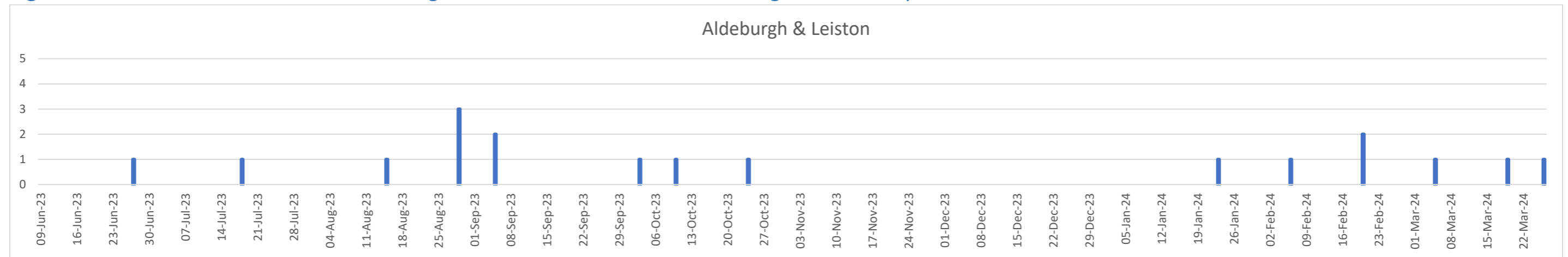
**Figure 1: The number of items per Planning Referral Panel Meeting between 1 April 2023 and 31 March 2024**



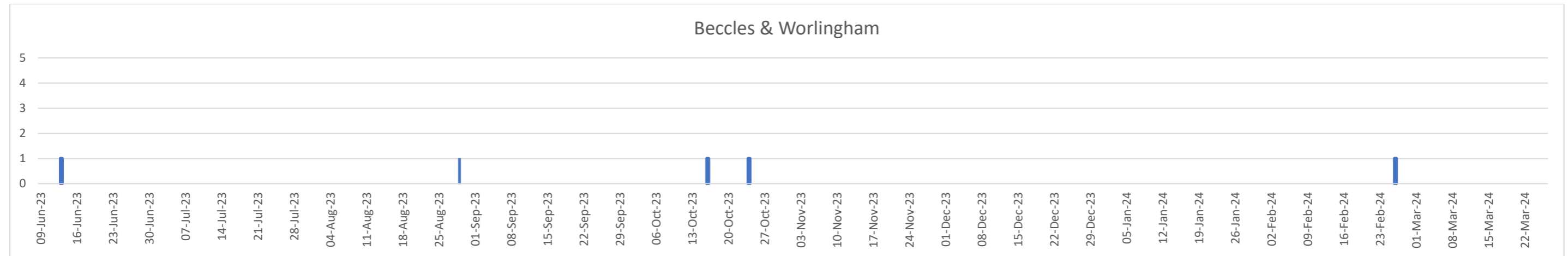
**Figure 2: The Proportion of items from each Ward at each meeting between 1 April 2023 and 31 March 2024 (actual numbers shown by ward in Figures 3-31)**



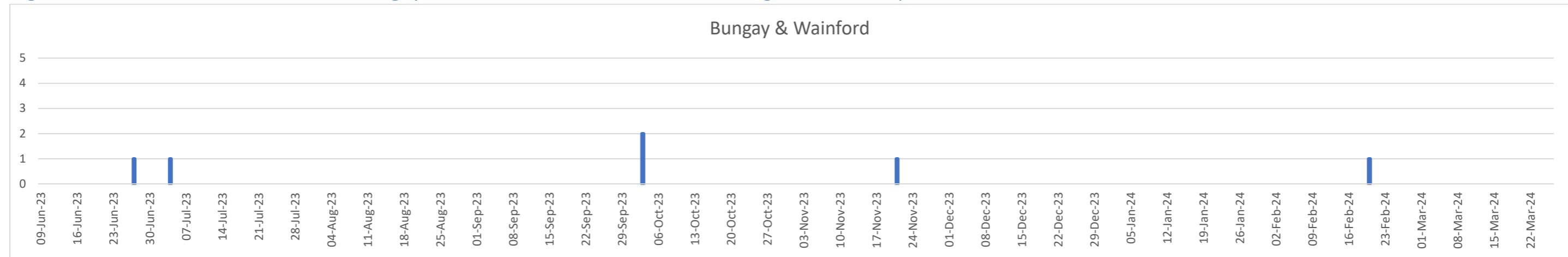
**Figure 3: The number of items from Aldeburgh and Leiston Ward at each meeting between 1 April 2023 and 31 March 2024**



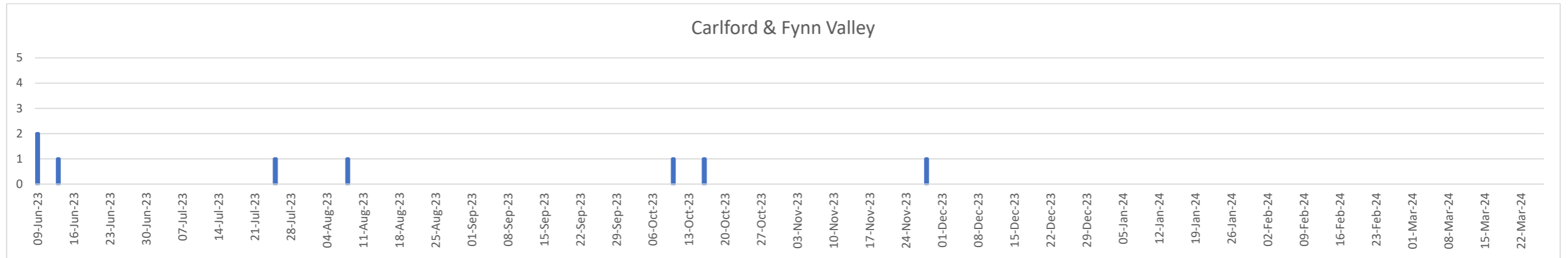
**Figure 4: The number of items from Beccles and Worlingham Ward at each meeting between 1 April 2023 and 31 March 2024**



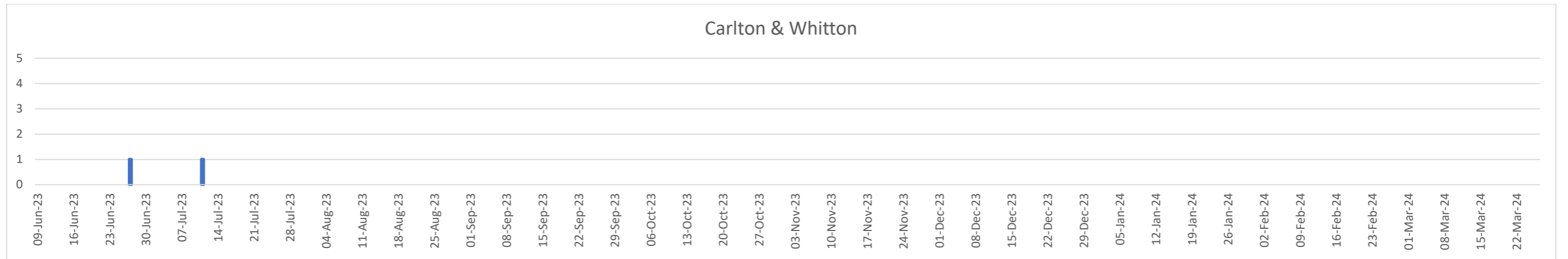
**Figure 5: The number of items from Bungay and Wainford Ward at each meeting between 1 April 2023 and 31 March 2024**



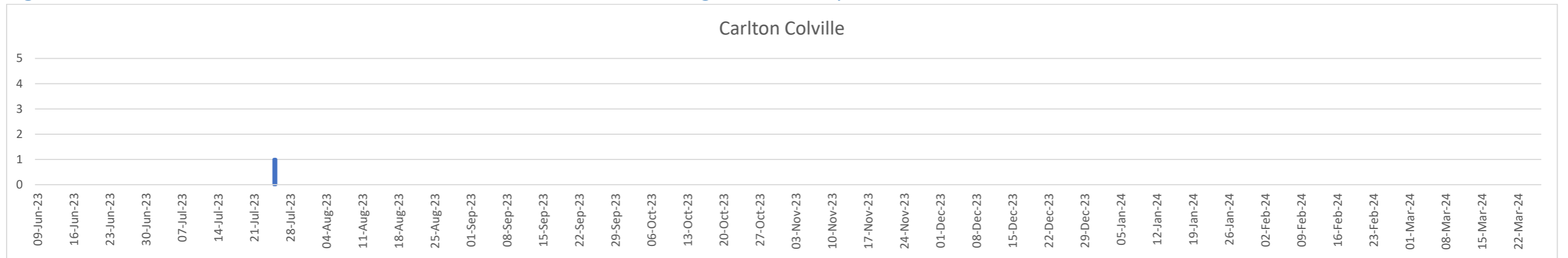
**Figure 6:** The number of items from Carlford and Fynn Valley Ward at each meeting between 1 April 2023 and 31 March 2024



**Figure 7:** The number of items from Carlton and Whitton Ward at each meeting between 1 April 2023 and 31 March 2024

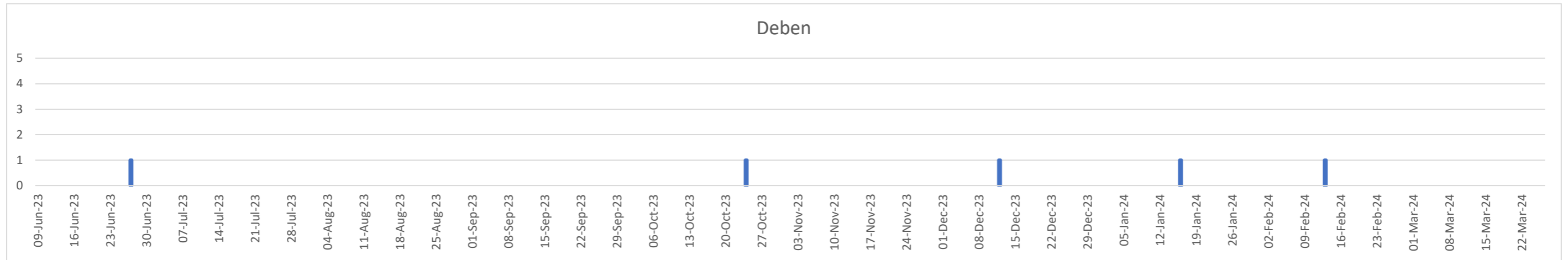


**Figure 8:** The number of items from Carlton Colville Ward at each meeting between 1 April 2023 and 31 March 2024

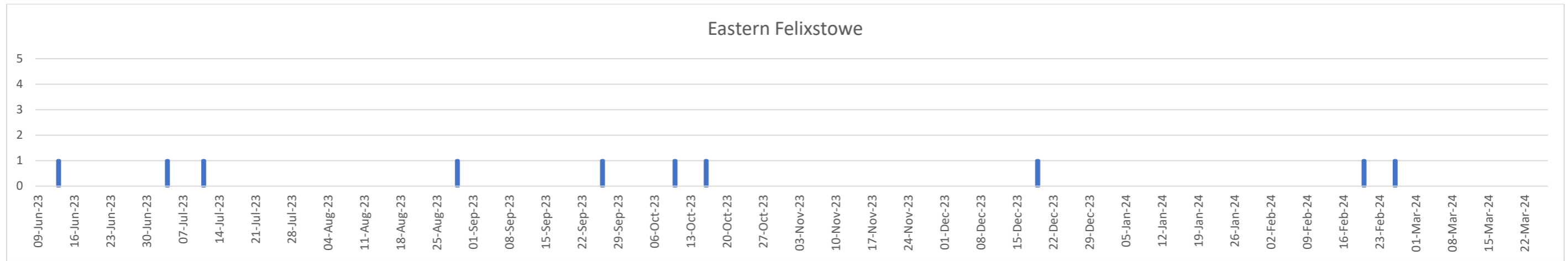




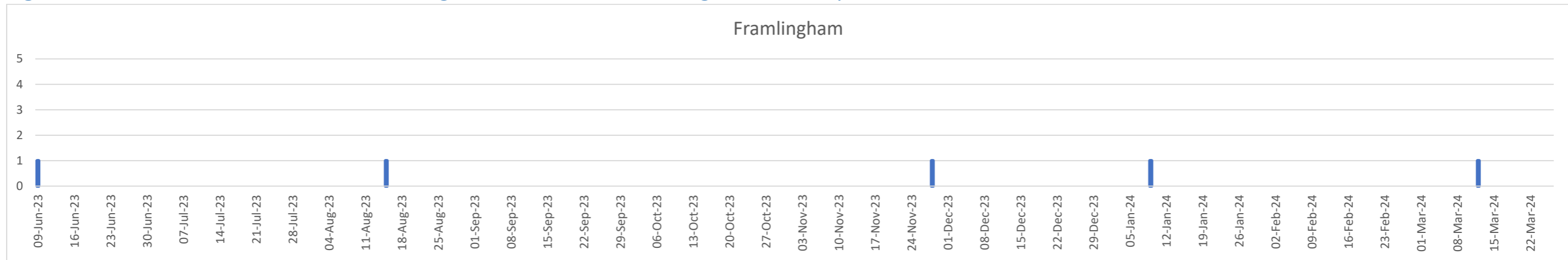
**Figure 9:** The number of items from Deben Ward at each meeting between 1 April 2023 and 31 March 2024



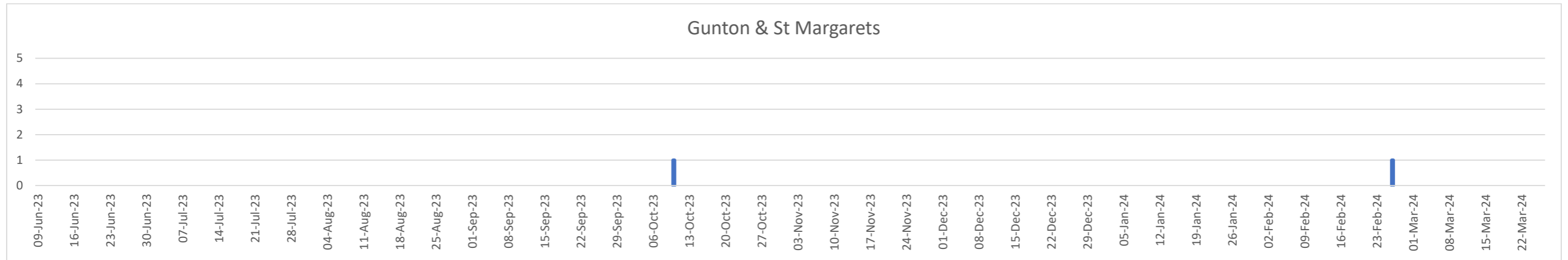
**Figure 10:** The number of items from Eastern Felixstowe Ward at each meeting between 1 April 2023 and 31 March 2024



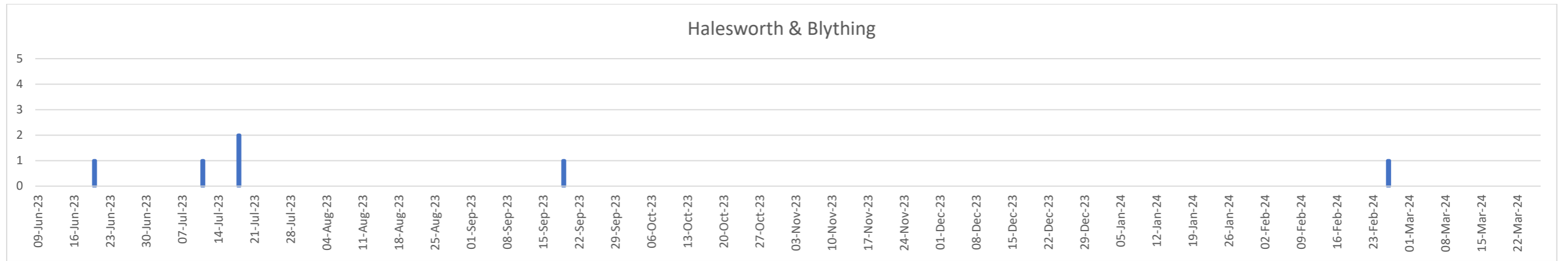
**Figure 11:** The number of items from Framlingham Ward at each meeting between 1 April 2023 and 31 March 2024



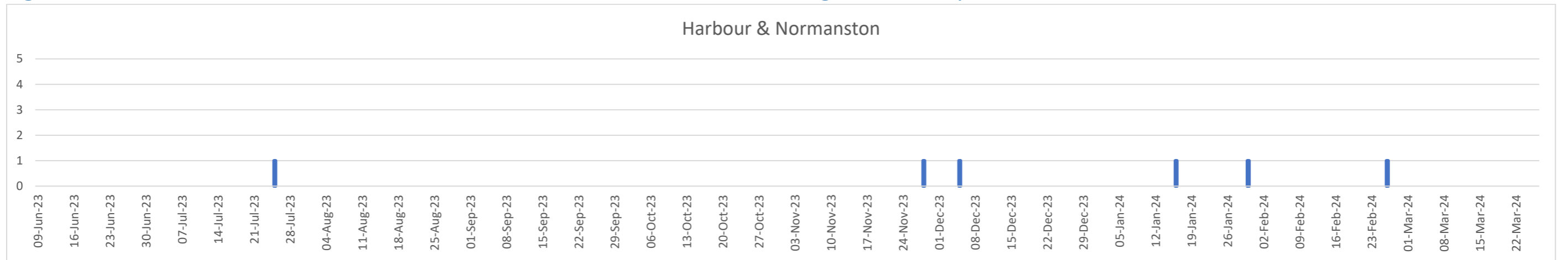
**Figure 12:** The number of items from Gunton & St Margarets Ward at each meeting between 1 April 2023 and 31 March 2024



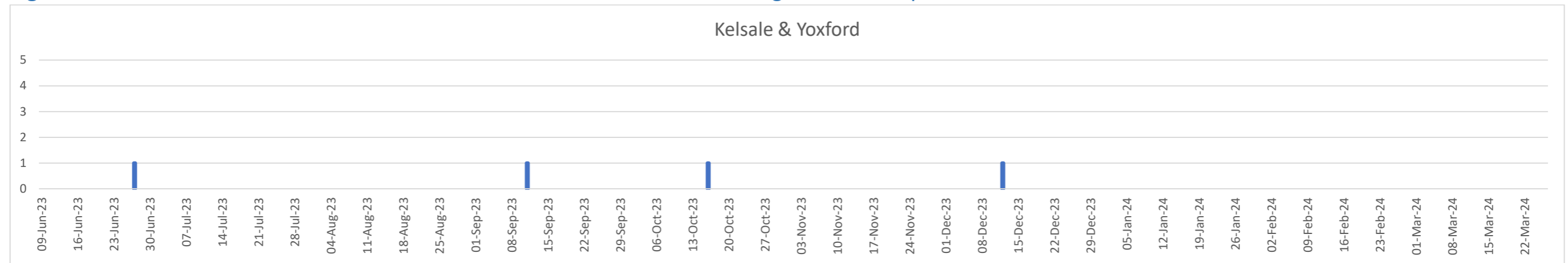
**Figure 13:** The number of items from Halesworth & Blything Ward at each meeting between 1 April 2023 and 31 March 2024



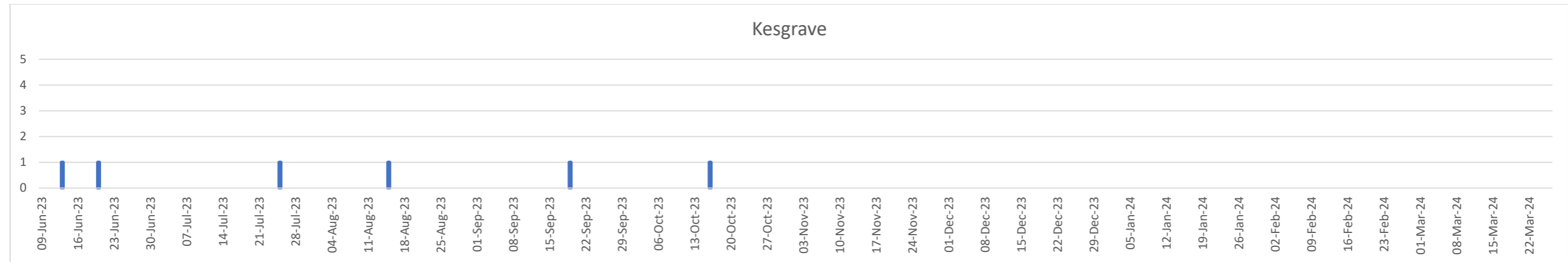
**Figure 14:** The number of items from Harbour and Normanston Ward at each meeting between 1 April 2023 and 31 March 2024



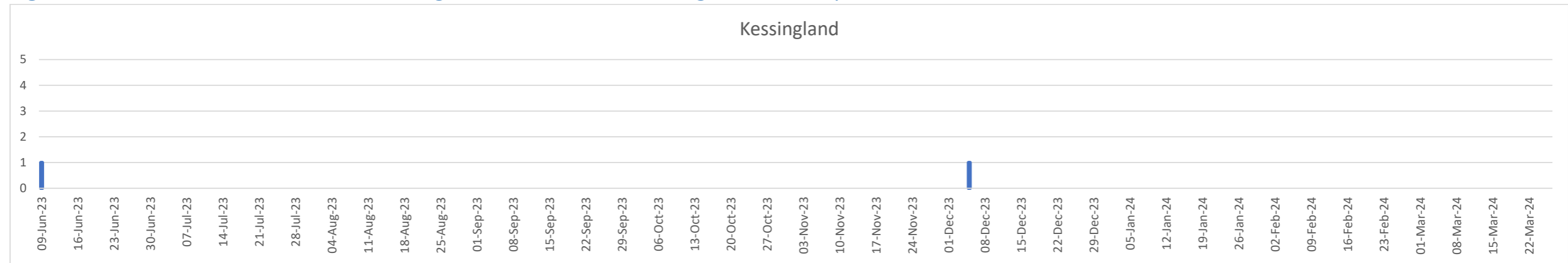
**Figure 15:** The number of items from Kelsale and Yoxford Ward at each meeting between 1 April 2023 and 31 March 2024



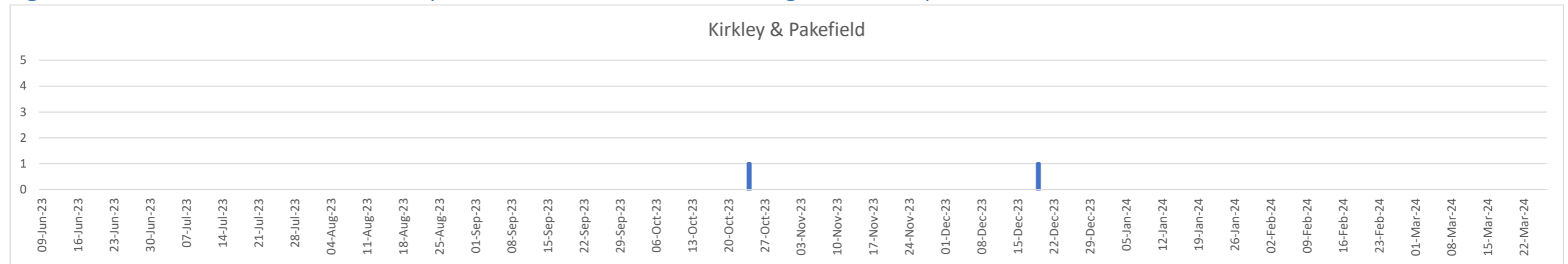
**Figure 16:** The number of items from Kesgrave Ward at each meeting between 1 April 2023 and 31 March 2024



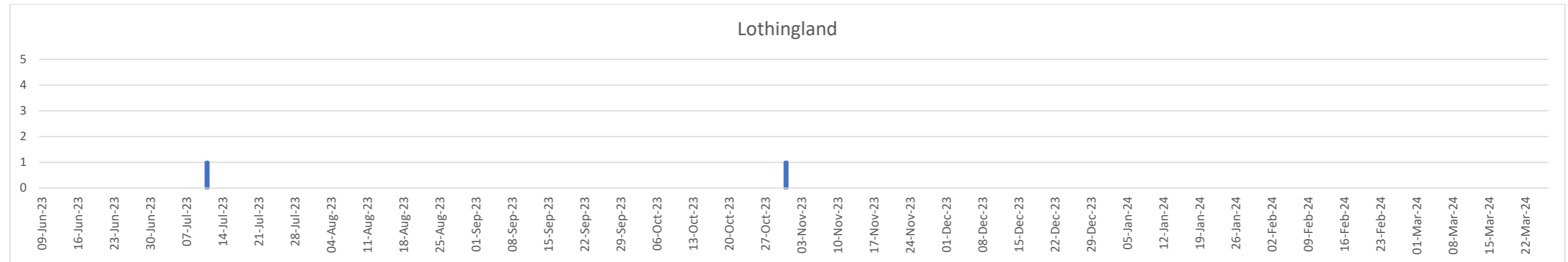
**Figure 17:** The number of items from Kessingland Ward at each meeting between 1 April 2023 and 31 March 2024



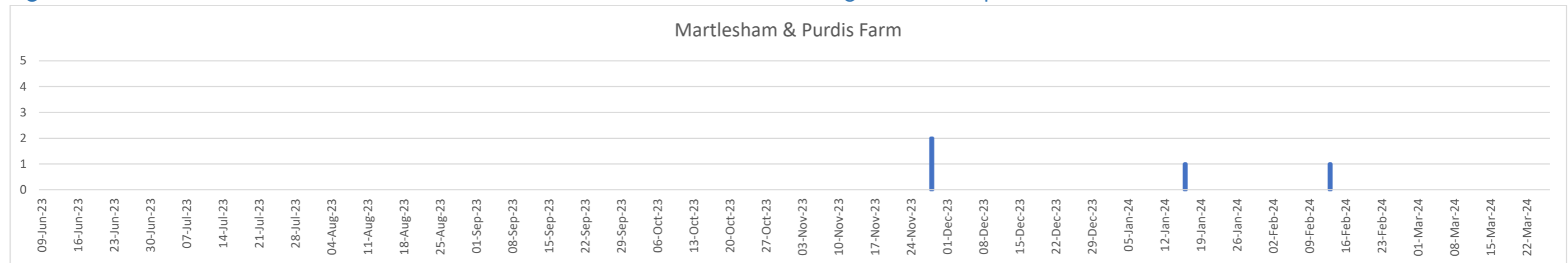
**Figure 18:** The number of items from Kirkley and Pakefield Ward at each meeting between 1 April 2023 and 31 March 2024



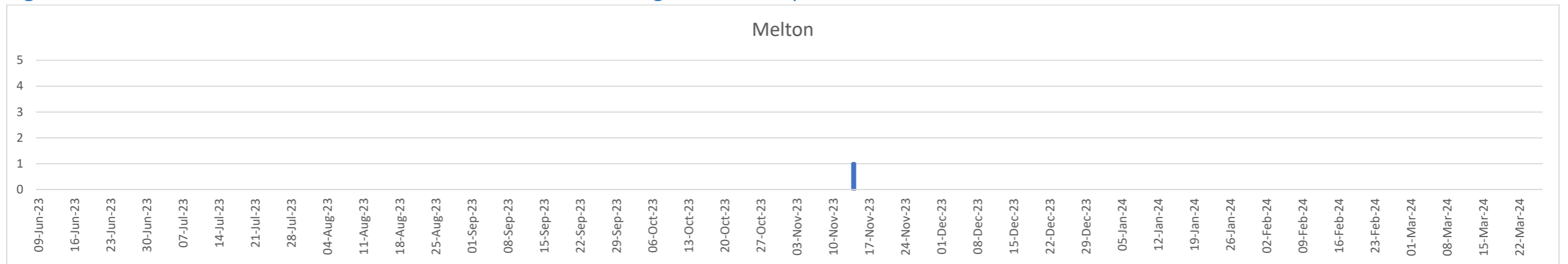
**Figure 19:** The number of items from Lothingland Ward at each meeting between 1 April 2023 and 31 March 2024



**Figure 20:** The number of items from Martlesham & Purdis Farm Ward at each meeting between 1 April 2023 and 31 March 2024



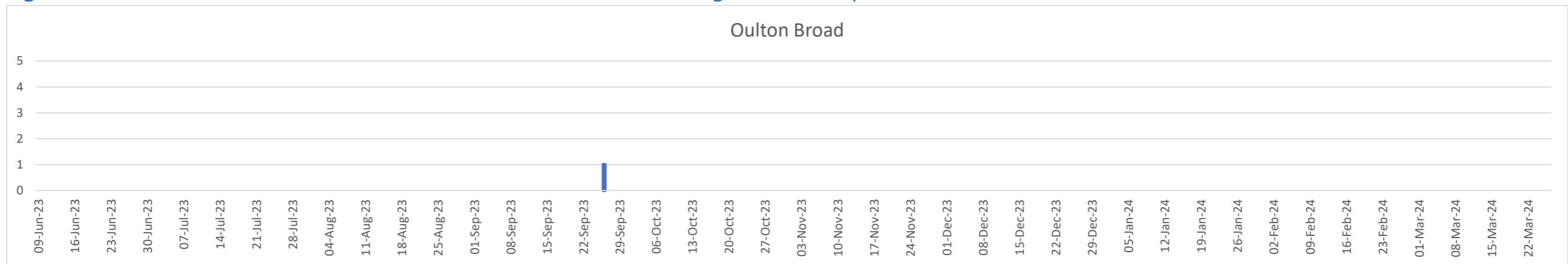
**Figure 21:** The number of items from Melton Ward at each meeting between 1 April 2023 and 31 March 2024



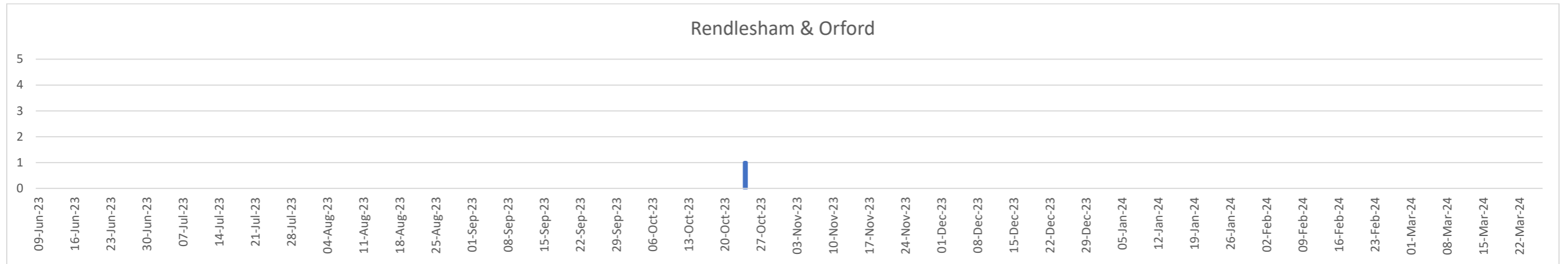
**Figure 22:** The number of items from Orwell & Villages Ward at each meeting between 1 April 2023 and 31 March 2024



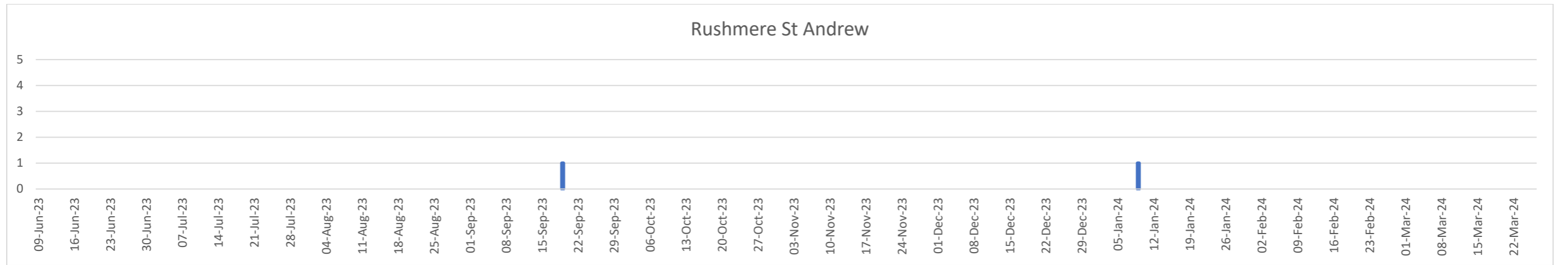
**Figure 23:** The number of items from Oulton Broad Ward at each meeting between 1 April 2023 and 31 March 2024



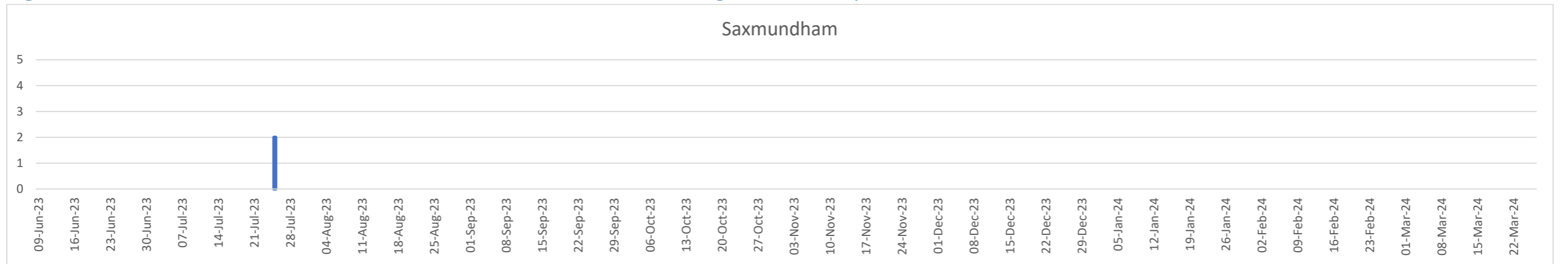
**Figure 24:** The number of items from Rendlesham and Orford Ward at each meeting between 1 April 2023 and 31 March 2024



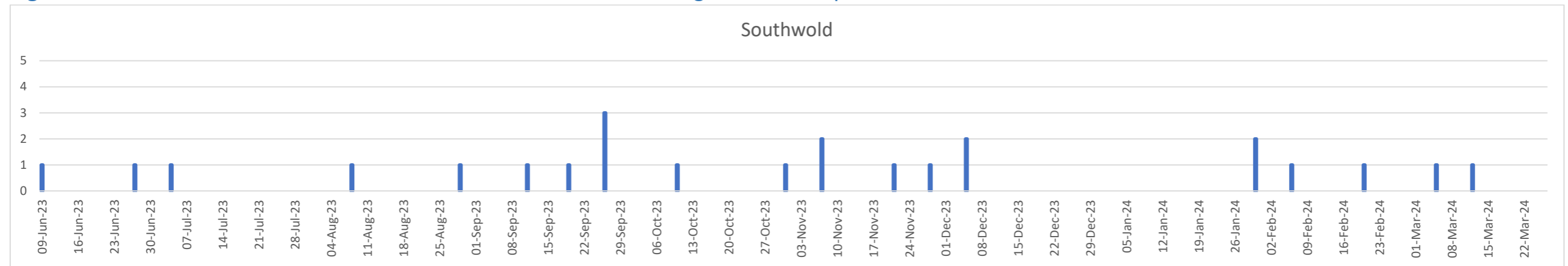
**Figure 25:** The number of items from Rushmere St Andrew Ward at each meeting between 1 April 2023 and 31 March 2024



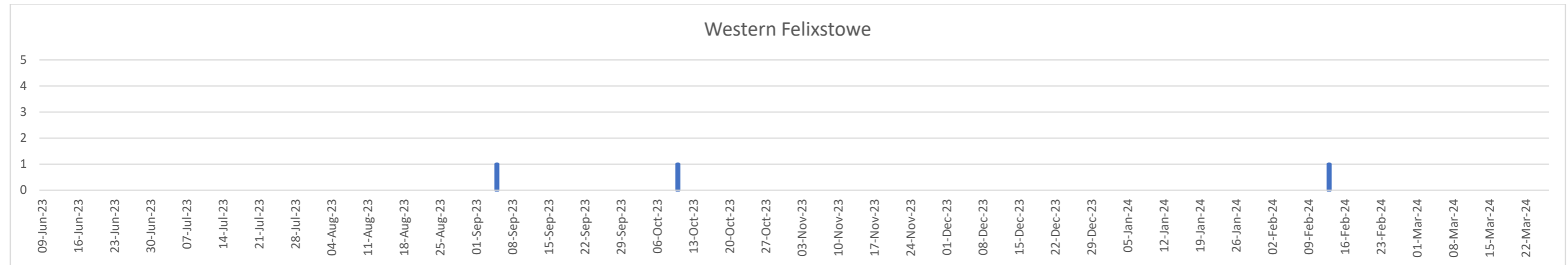
**Figure 26:** The number of items from Saxmundham Ward at each meeting between 1 April 2023 and 31 March 2024



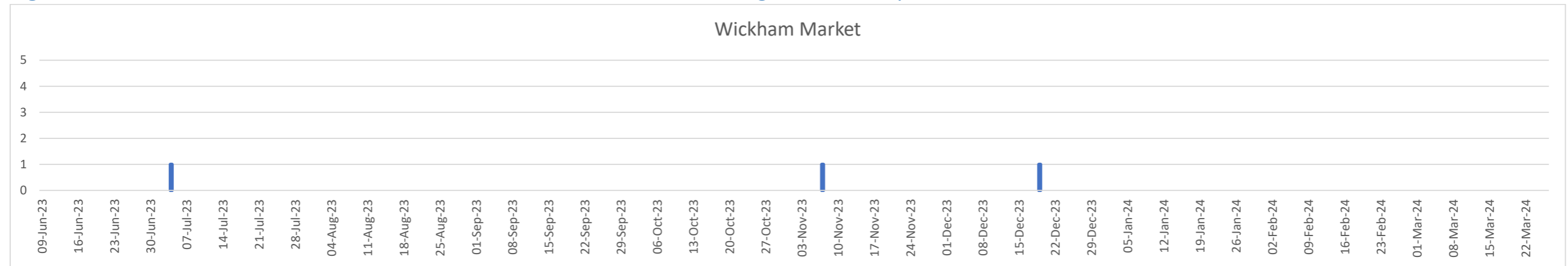
**Figure 27:** The number of items from Southwold Ward at each meeting between 1 April 2023 and 31 March 2024



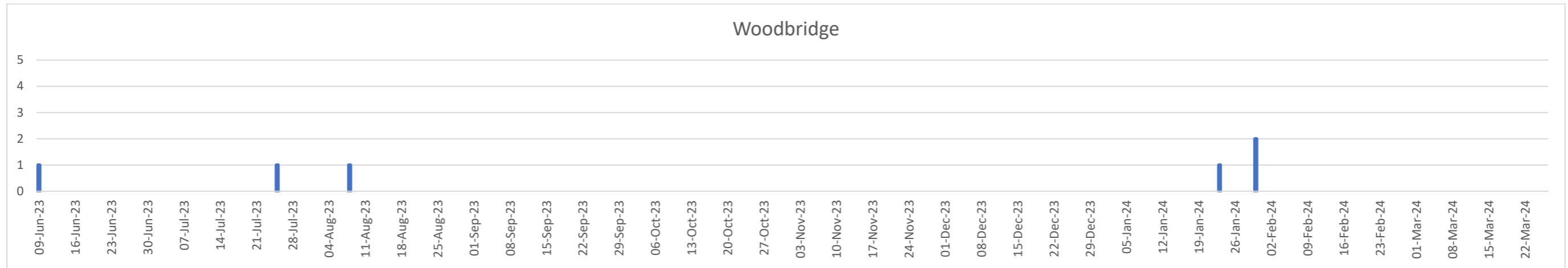
**Figure 28:** The number of items from Western Felixstowe Ward at each meeting between 1 April 2023 and 31 March 2024



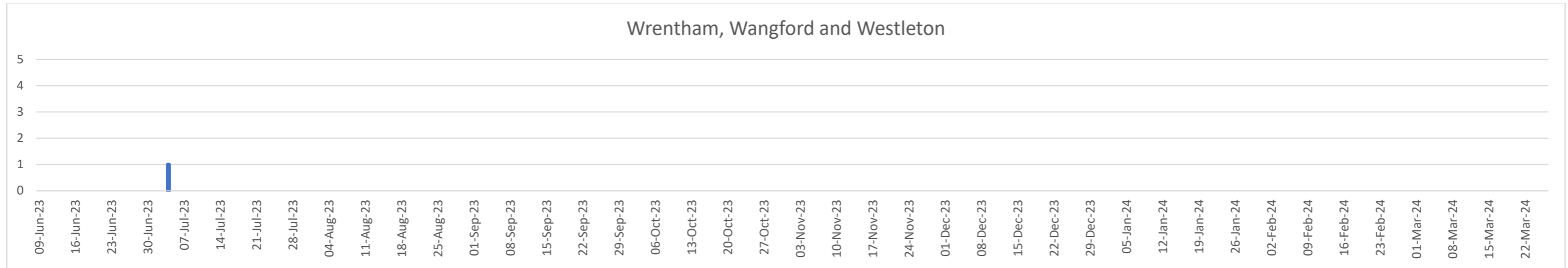
**Figure 29:** The number of items from Wickham Market Ward at each meeting between 1 April 2023 and 31 March 2024



**Figure 30:** The number of items from Woodbridge Ward at each meeting between 1 April 2023 and 31 March 2024



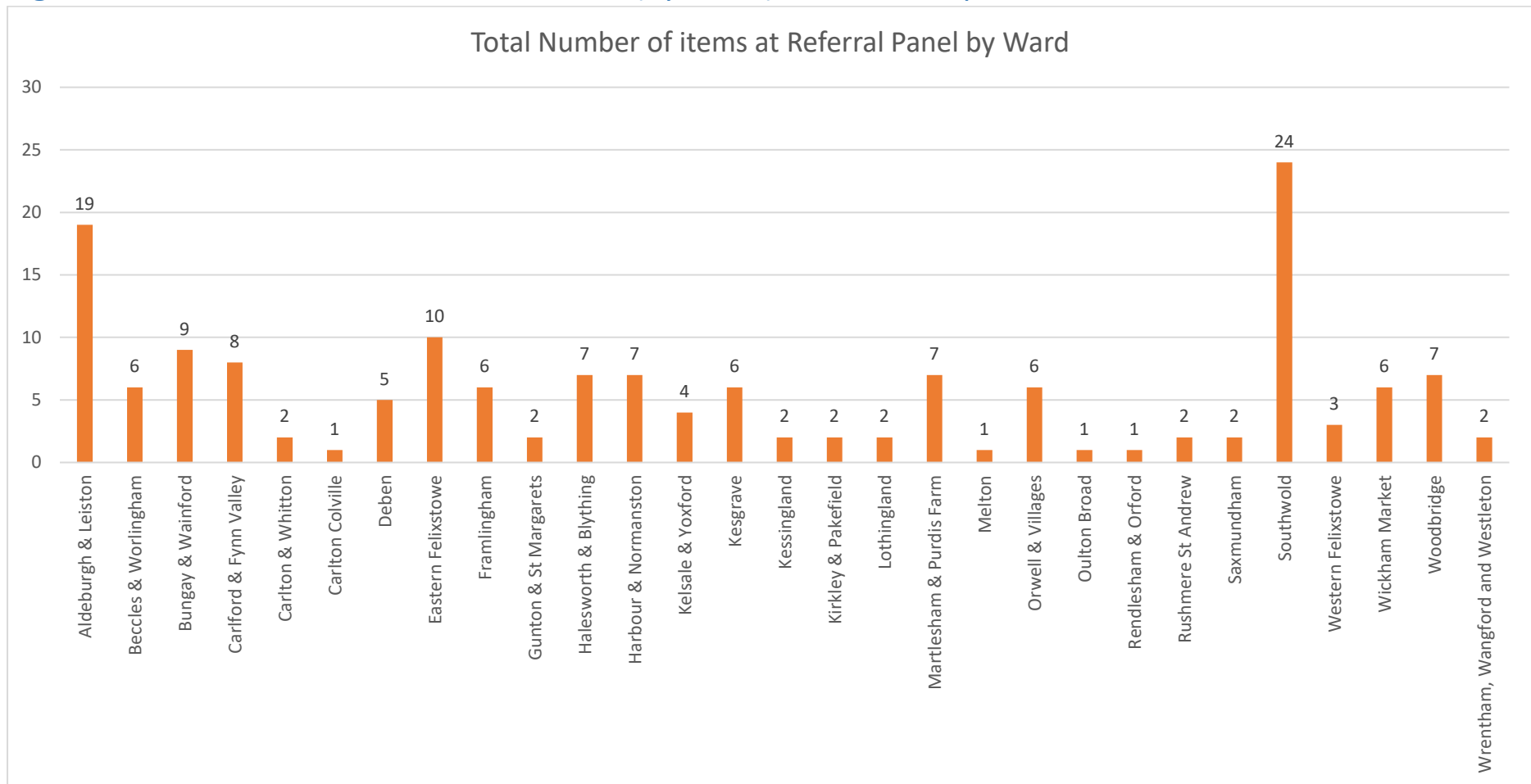
**Figure 31:** The number of items from Wrentham, Wangford and Westleton Ward at each meeting between 1 April 2023 and 31 March 2024



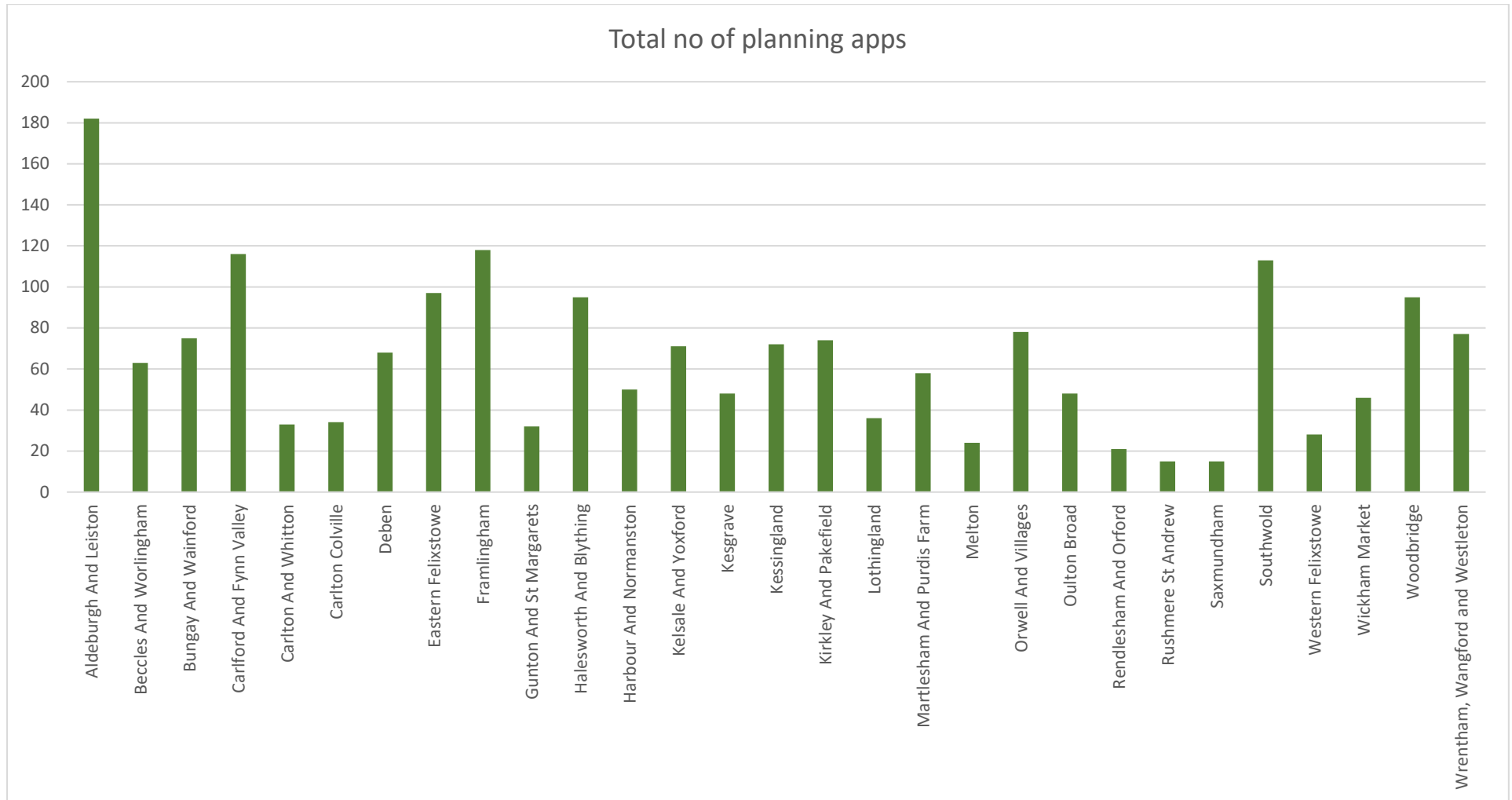


## Appendix G: The numbers and proportions of Planning Applications at the Planning Referral Panel, shown by ward

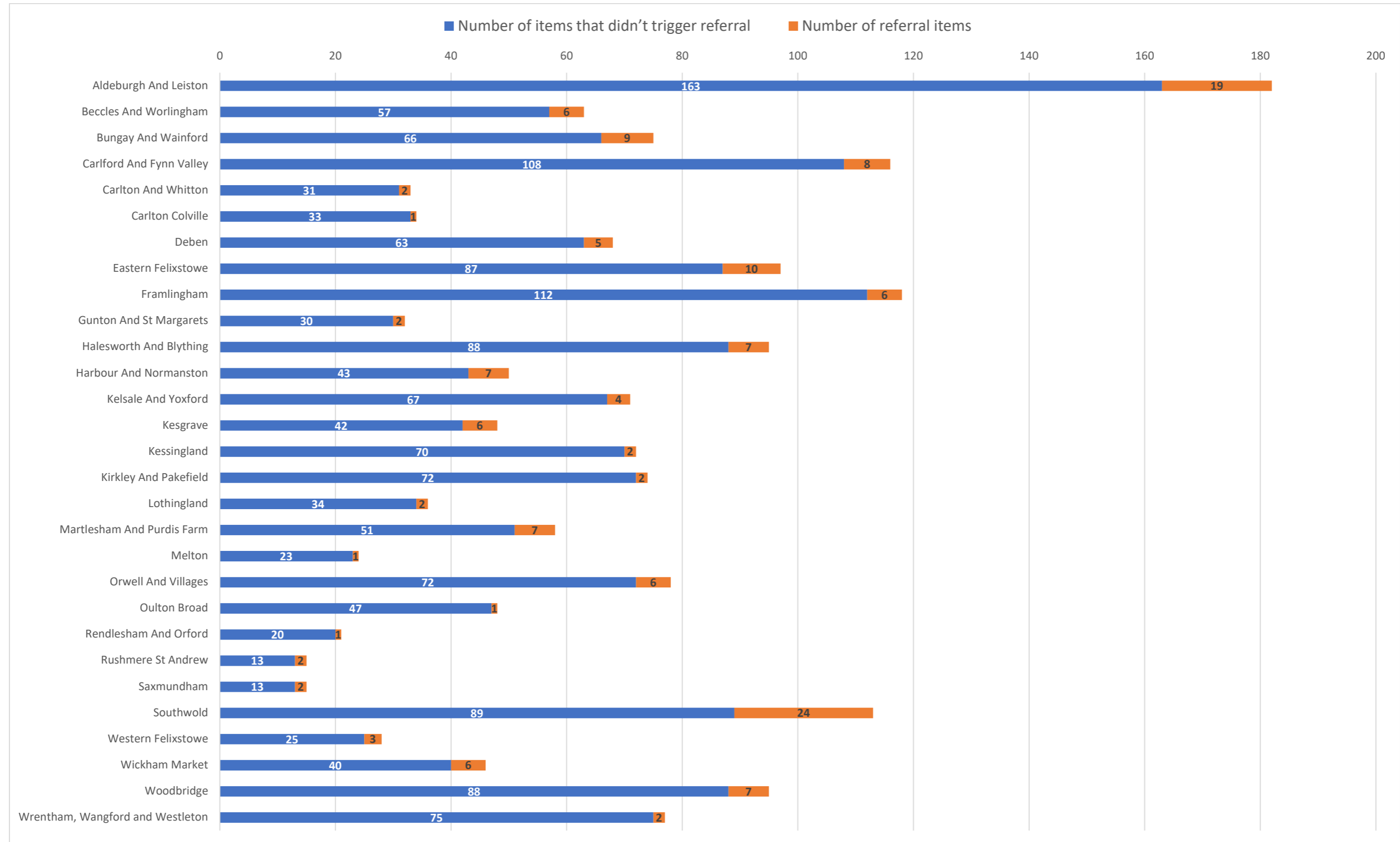
**Figure 1: Number of items at Referral Panel (by Ward) between 1 April 2023 and 31 March 2024**



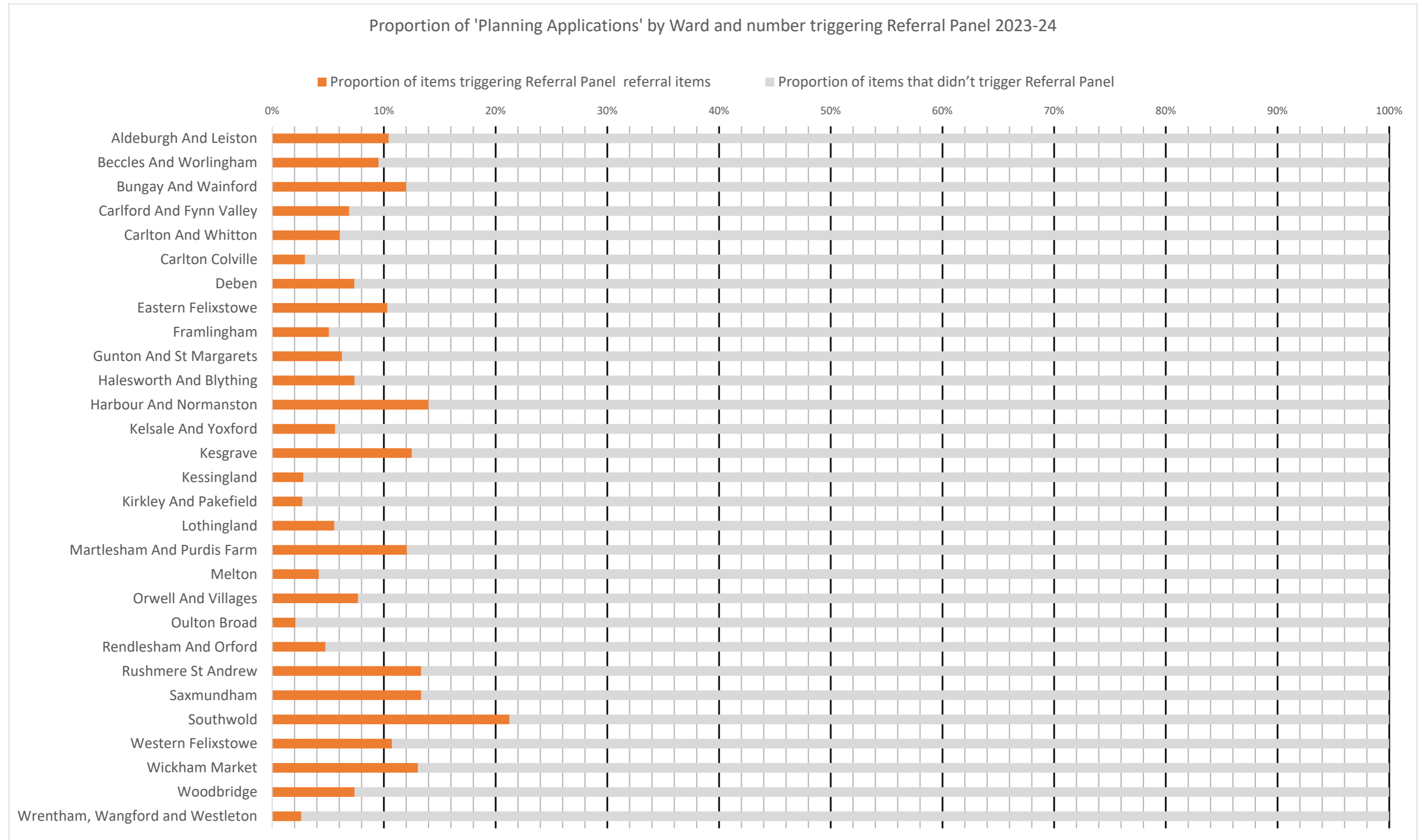
**Figure 2:** Number of Planning Applications in each ward that could trigger the referral process, between 1 April 2023 and 31 March 2024



**Figure 3: Number of Planning Applications that have triggered the Referral Panel/could have triggered the referral panel process (shown by ward in alphabetical order) between 1 April 2023 and 31 March 2024**

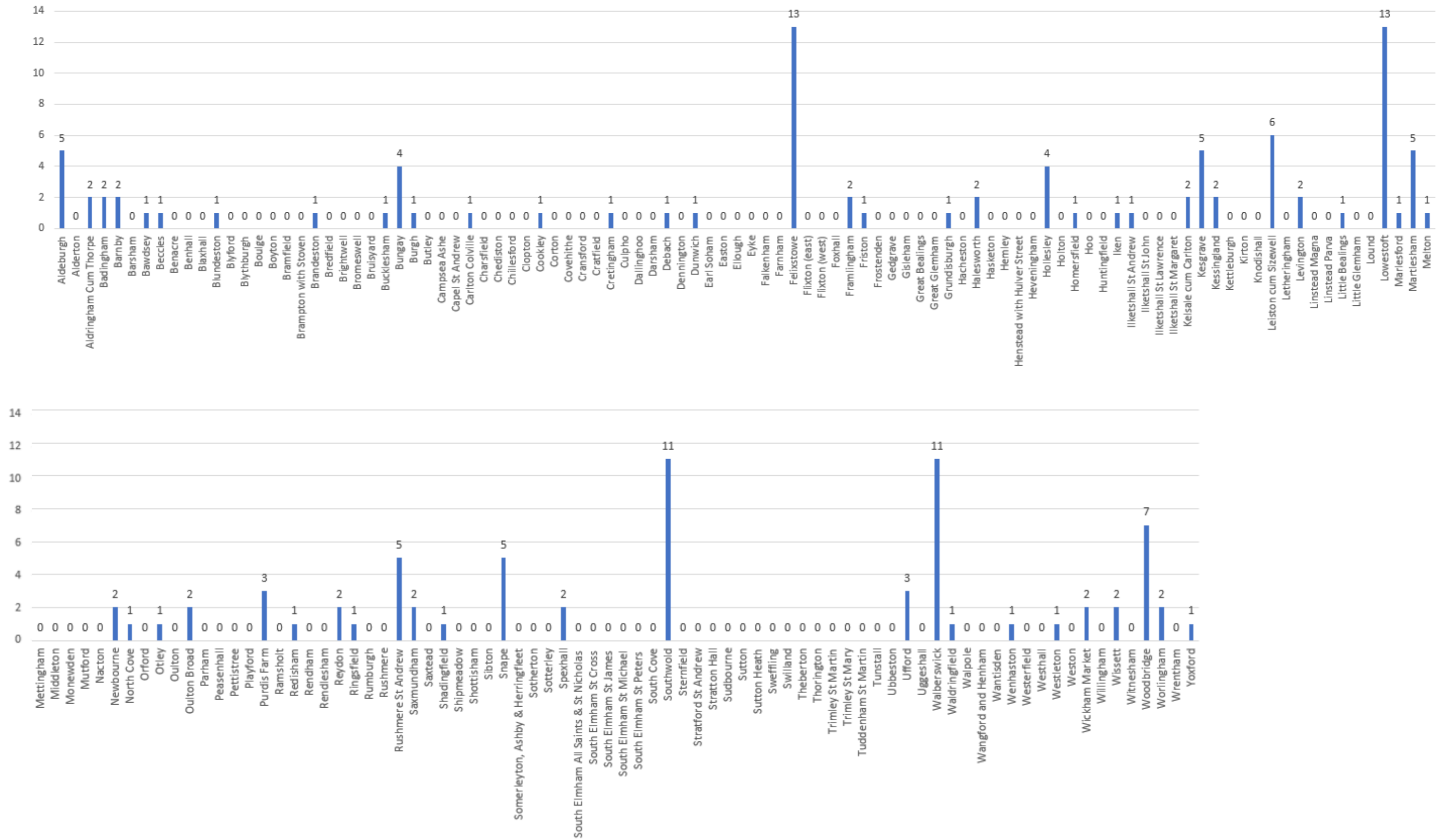


**Figure 4: Percentage of Planning Applications that have triggered the Referral Panel (by ward in alphabetical order) between 1 April 2023 and 31 March 2024**

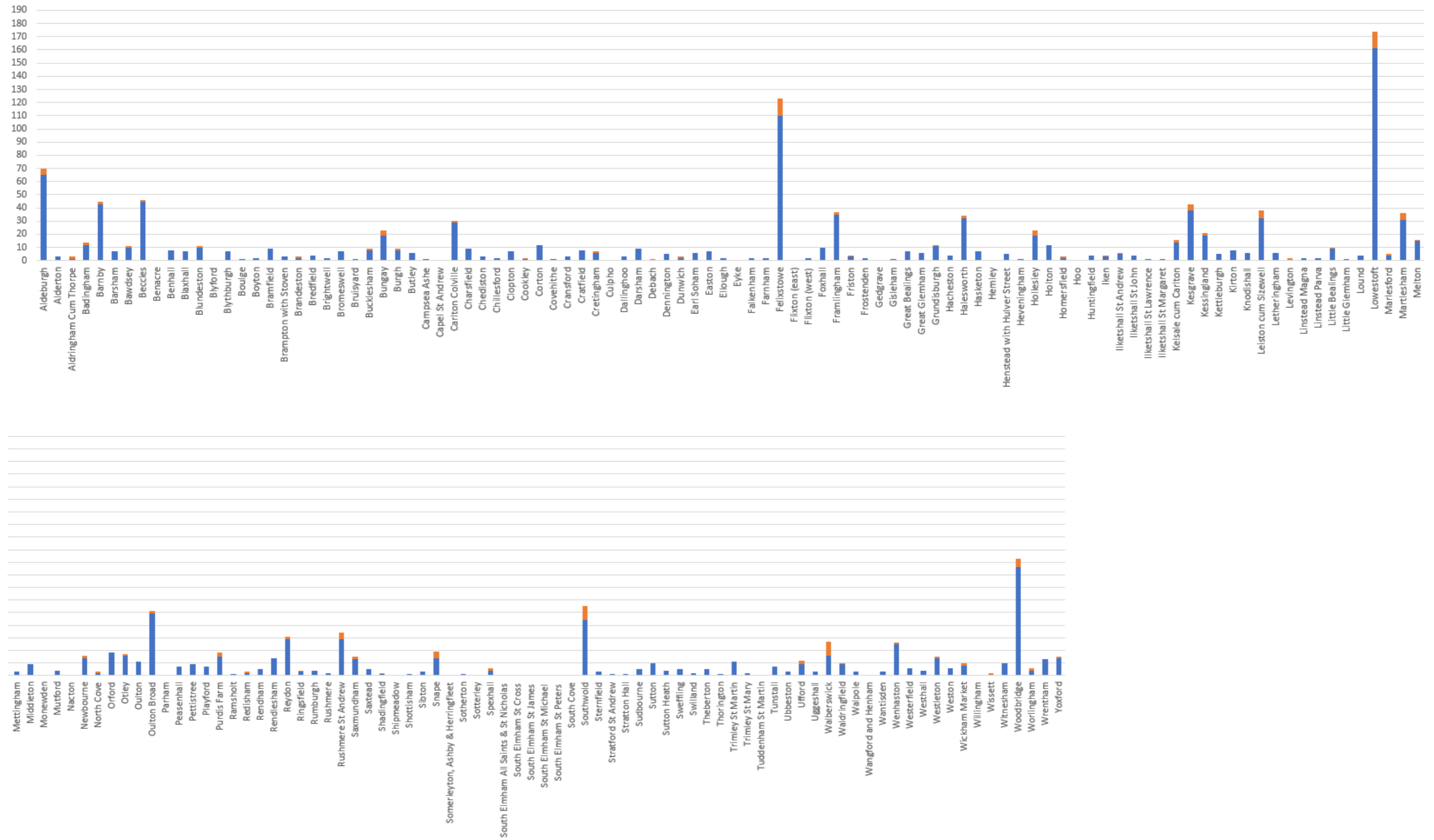


## Appendix H: The numbers and proportions of Planning Applications at the Planning Referral Panel, shown by Town/Parish

**Figure 1: The number of items at the Referral Panel shown by Town/Parish between 1 April 2023 and 31 March 2024**

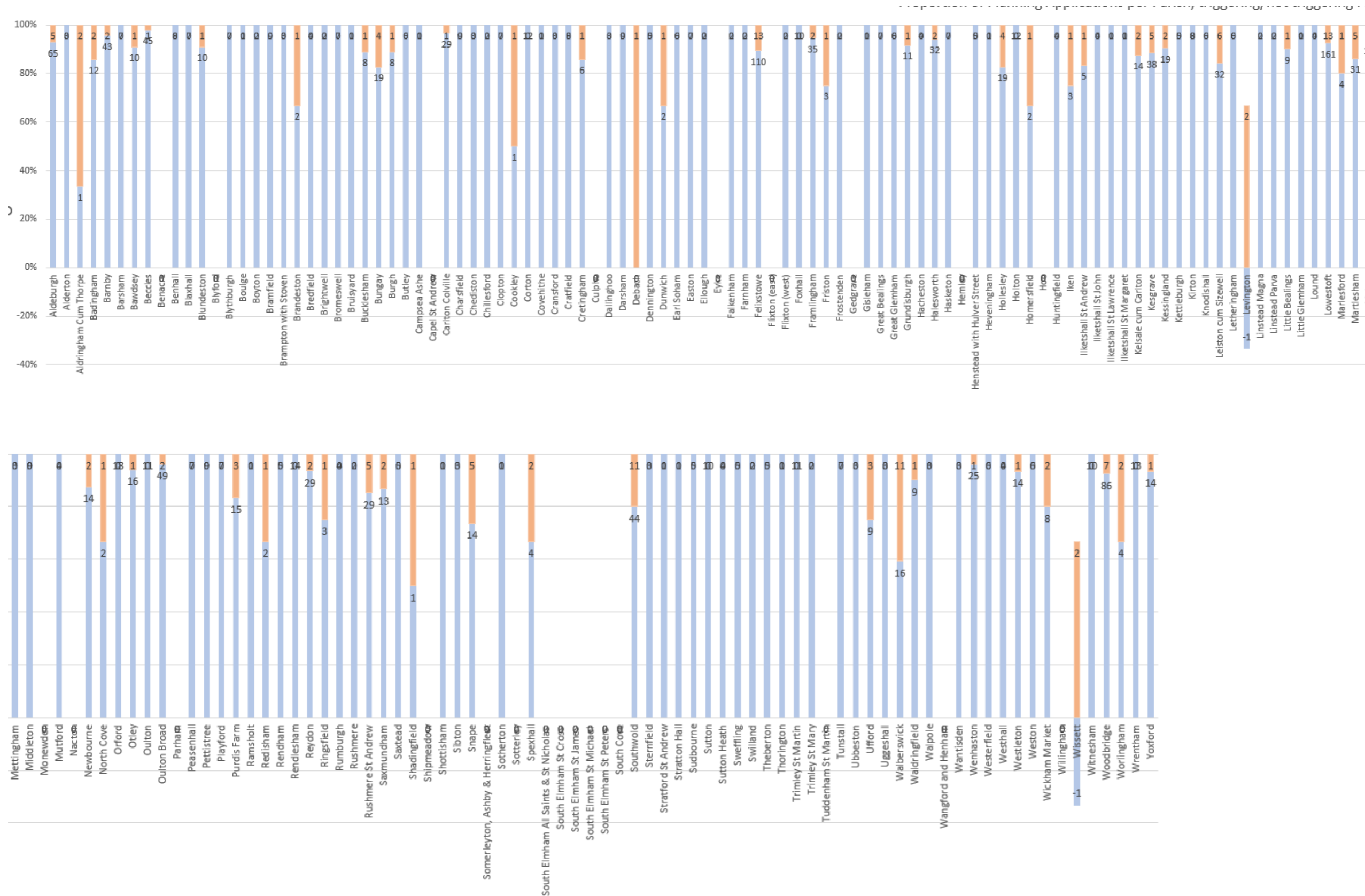


**Figure 2:** The Number of Planning Applications going through/not going through the Planning Referral Panel Process between 1 April 2023 and 31 March 2024, shown by Town/Parish.



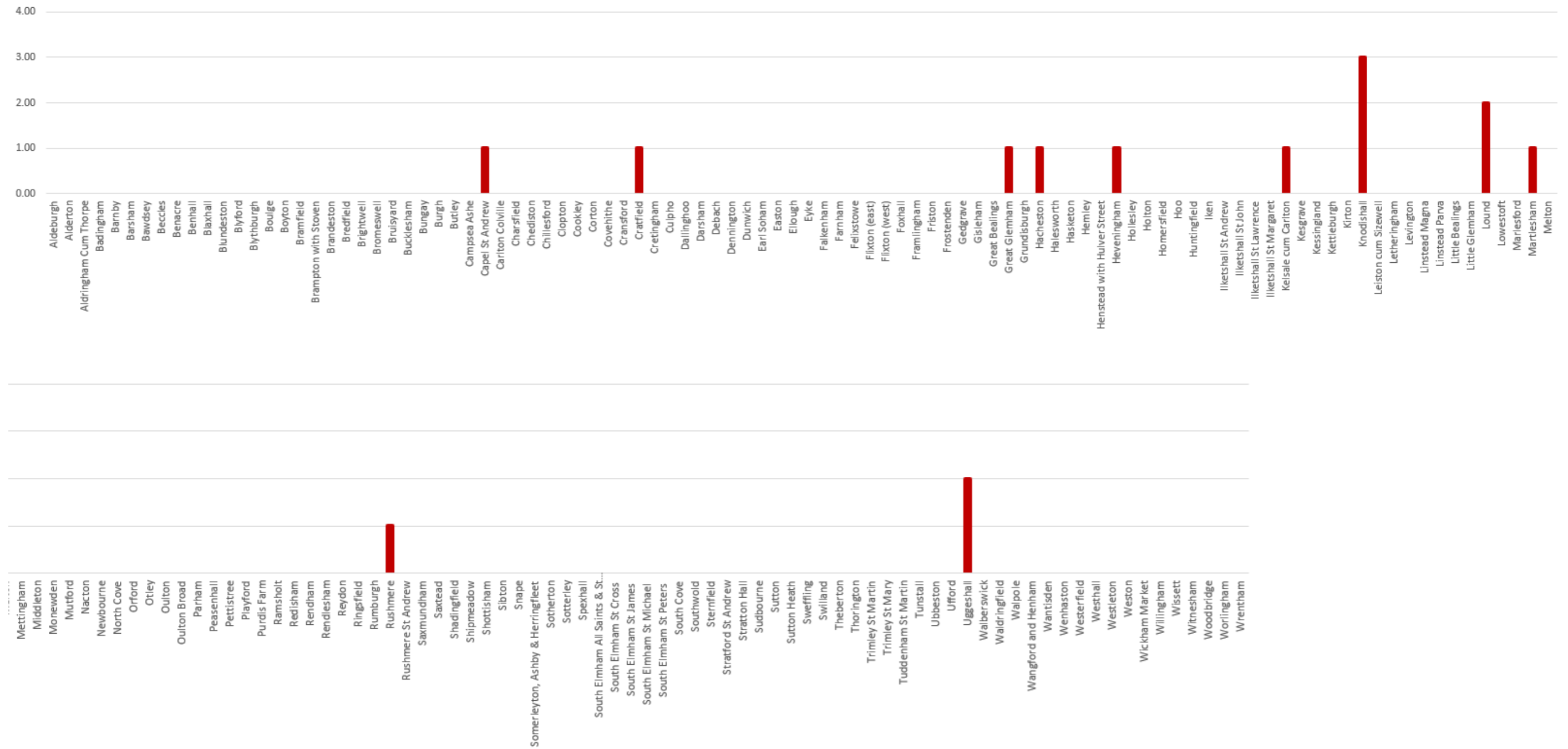


**Figure 3: The Proportion of Planning Applications going through/not going through the Planning Referral Panel Process between 1 April 2023 and 31 March 2024, shown by Town/Parish**

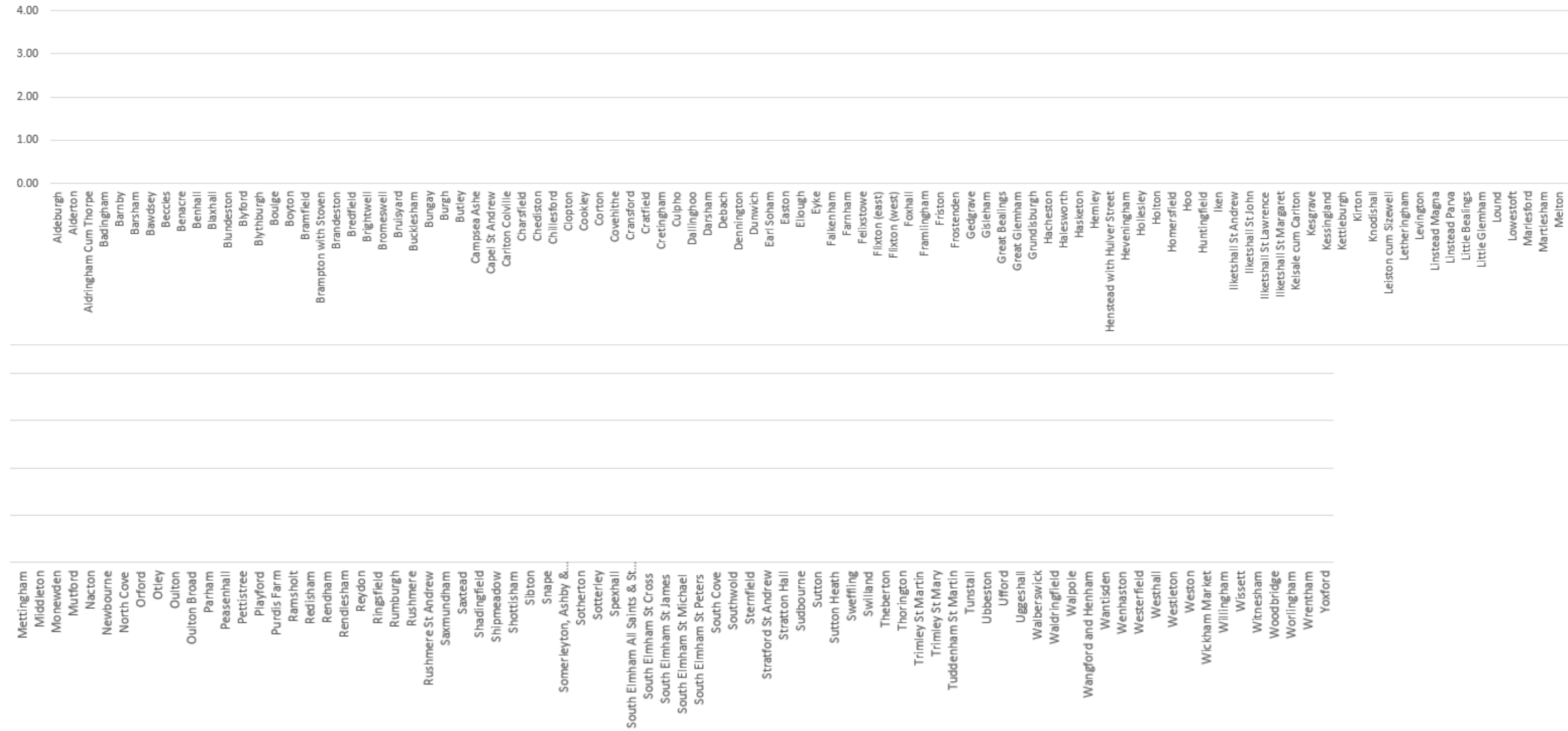


Appendix I: The number and proportion of items at the Planning Referral Panel with/without comments from relevant Ward Members, shown by Town/ Parish for the period 1 April 2022 – 31 March 2023

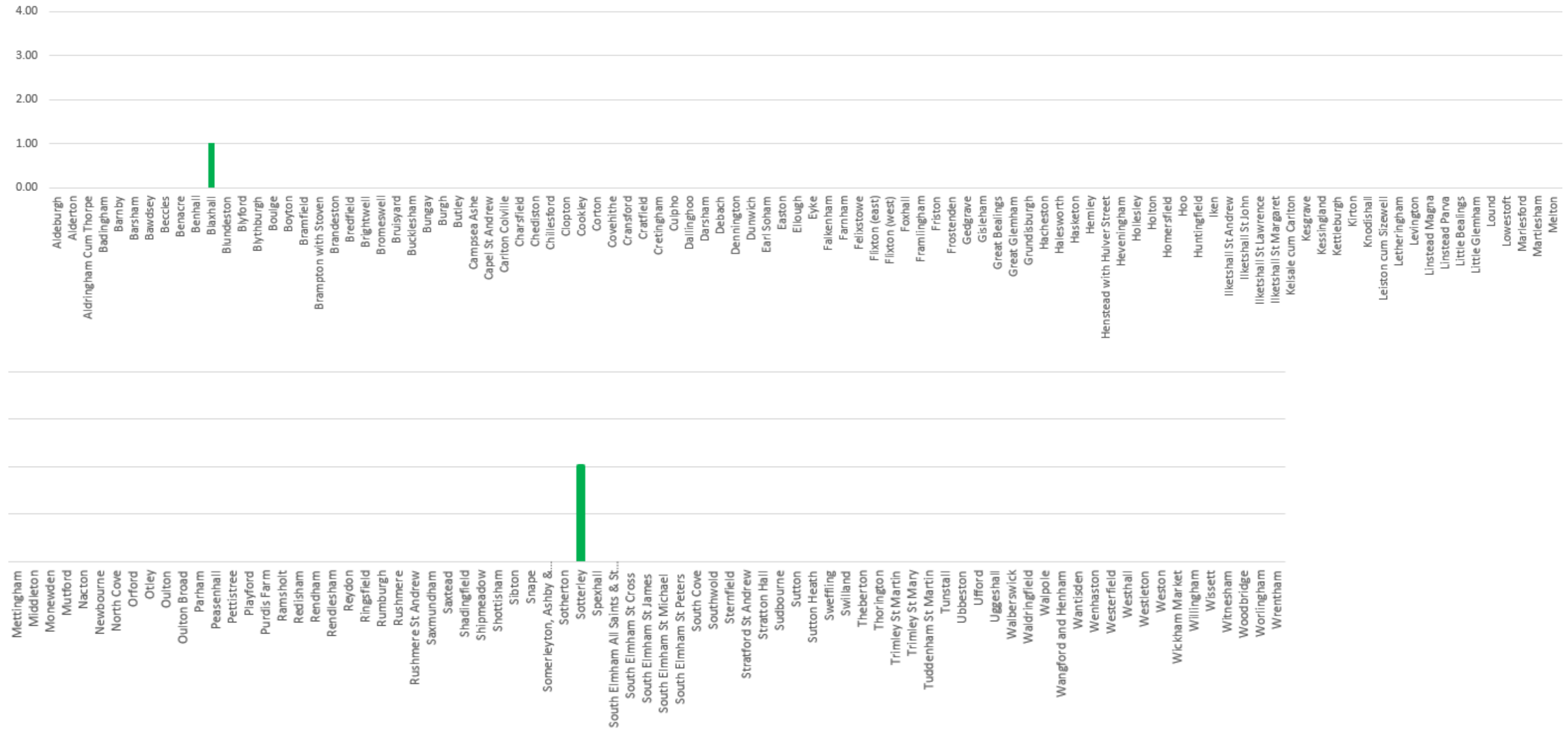
**Figure 1: The number of items at Planning Referral Panel with Objections from relevant Ward Member(s), shown by Town/Parish for the period 1 April 2023 – 31 March 2024**



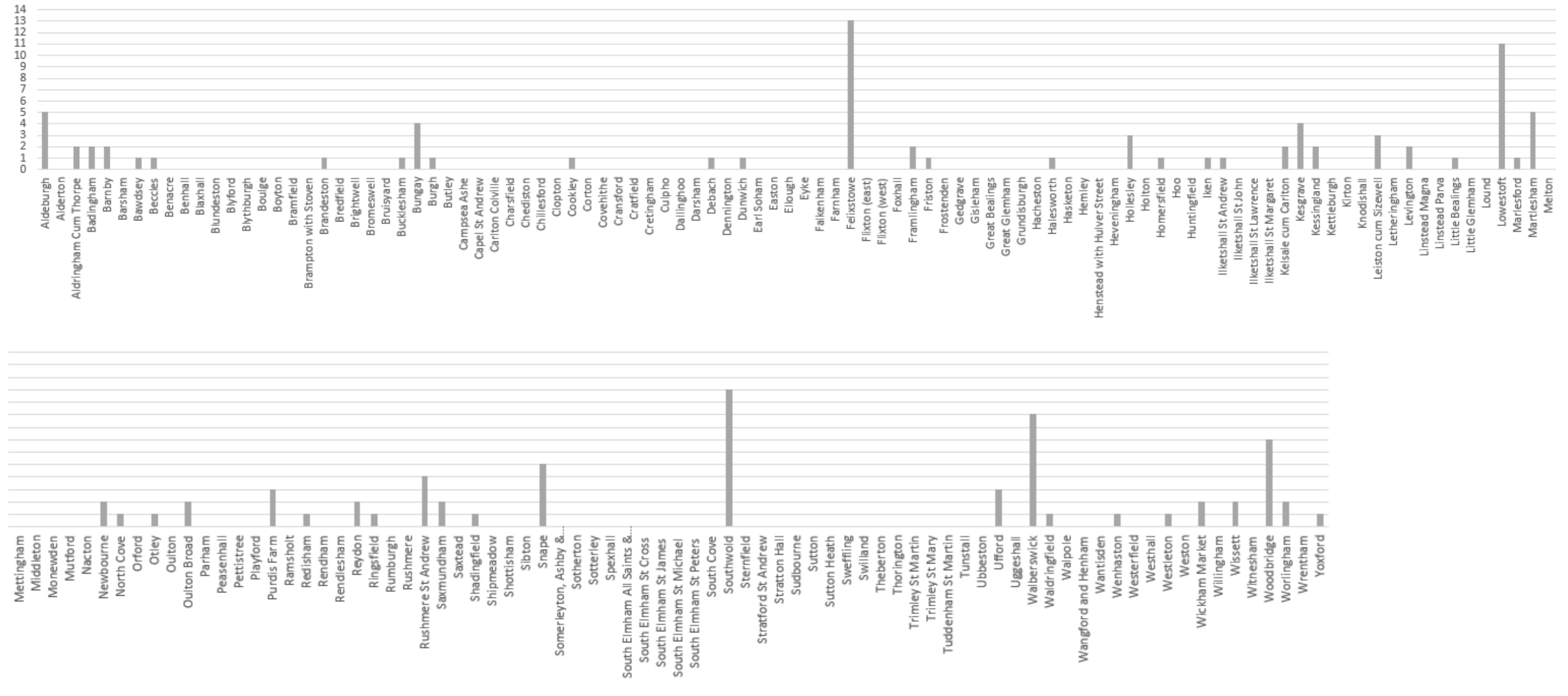
**Figure 2: The number of items at Planning Referral Panel with No Objections/Neutral comments from relevant Ward Member(s), shown by Town/Parish for the period 1 April 2023 – 31 March 2024**



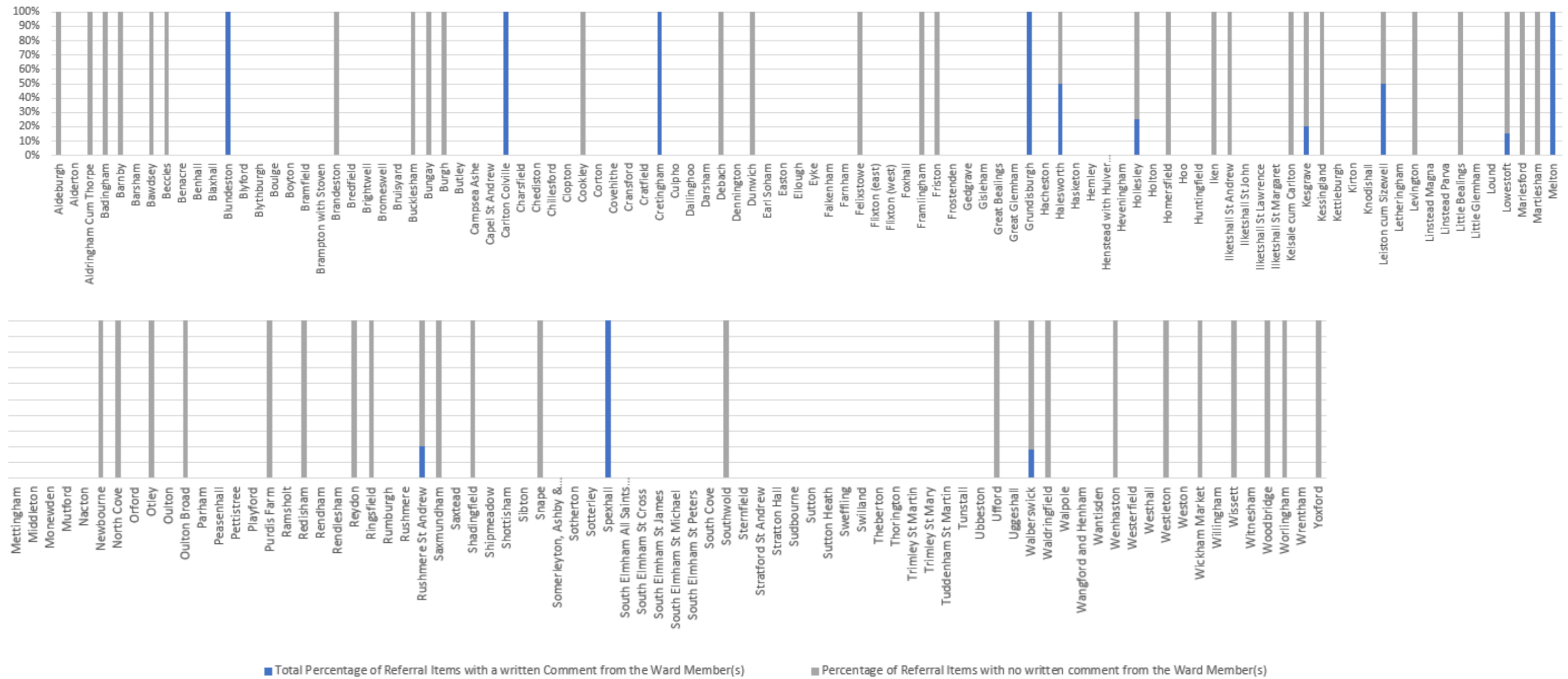
**Figure 3: The number of items at Planning Referral Panel with Support from relevant Ward Member(s), shown by Town/Parish for the period 1 April 2023 – 31 March 2024**



**Figure 4:** The number of items at Planning Referral Panel with no written comments from relevant Ward Member(s), shown by Town/Parish for the period 1 April 2023 – 31 March 2024



**Figure 5:** The proportion of items at Planning Referral Panel with or without written comments from relevant Ward Member(s), shown by Town/Parish for the period 1 April 2023 – 31 March 2024

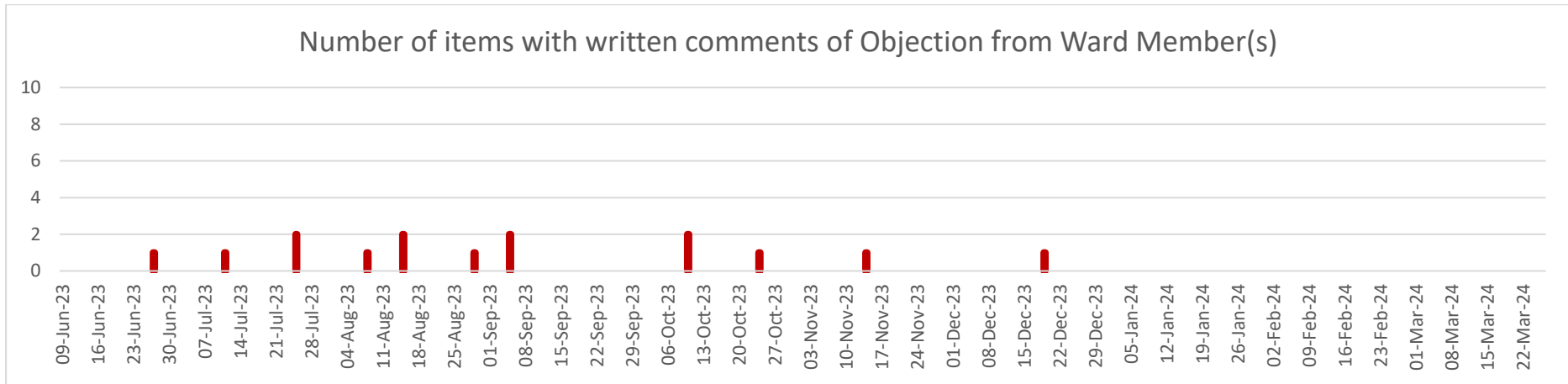


## Appendix J: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Ward Members for the period 1 April 2022 – 31 March 2023

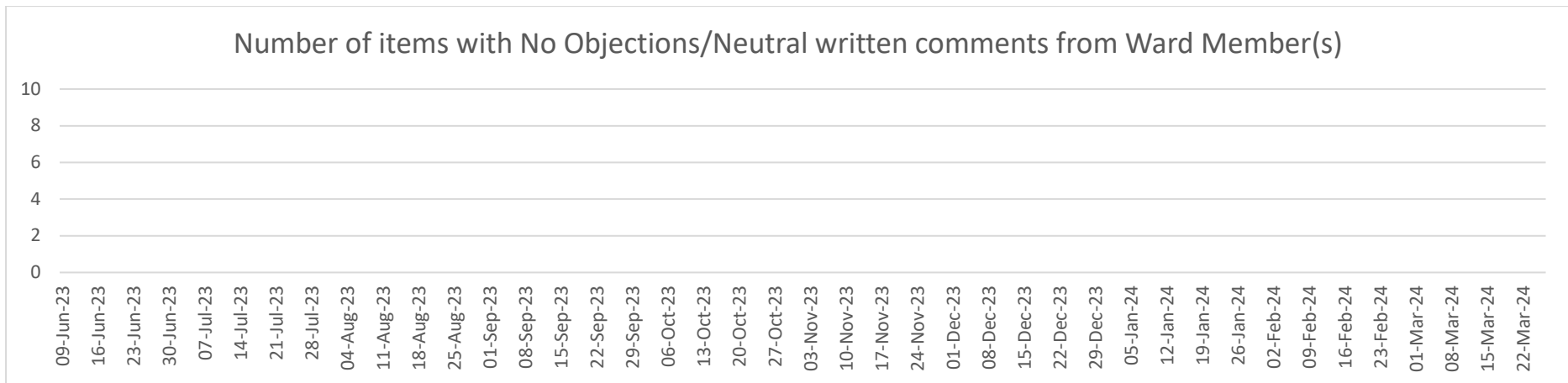


Appendix J: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Ward Members for the period 1 April 2022 – 31 March 2023

**Figure 1:** The number of items at each meeting with Objections from relevant Ward Members, for the period for the period 1 April 2023 – 31 March 2024

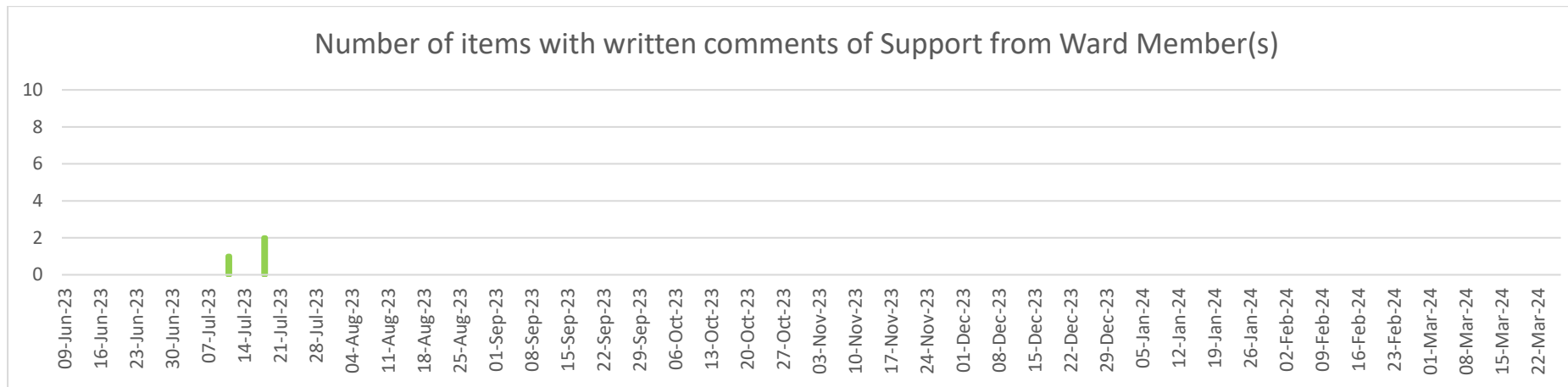


**Figure 2:** The number of items at each meeting with no Objections/Neutral comments from relevant Ward Members, for the period for the period 1 April 2023 – 31 March 2024

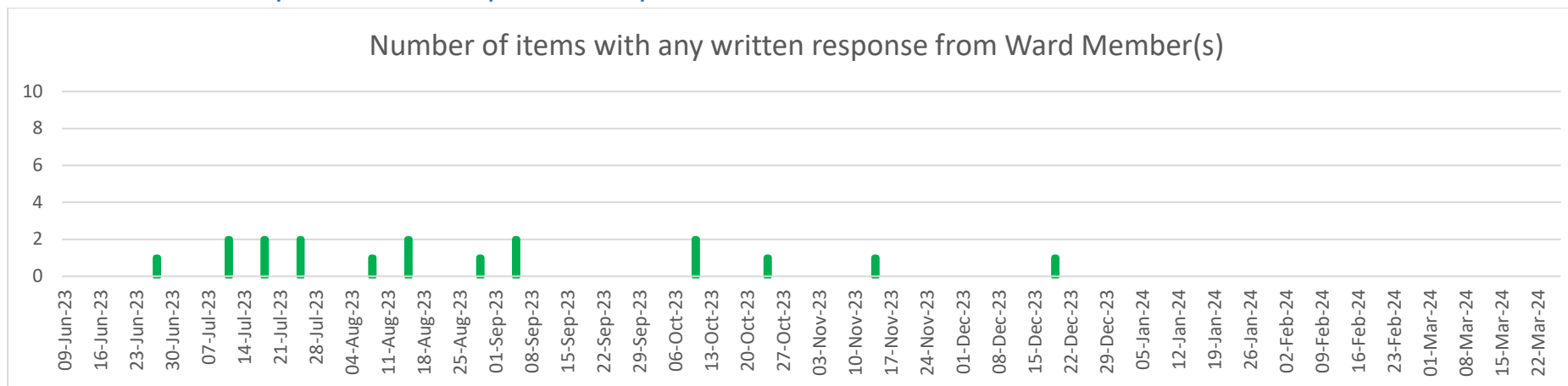


Appendix J: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Ward Members for the period 1 April 2022 – 31 March 2023

**Figure 3:** The number of items at each meeting with Support from relevant Ward Members, for the period for the period 1 April 2023 – 31 March 2024

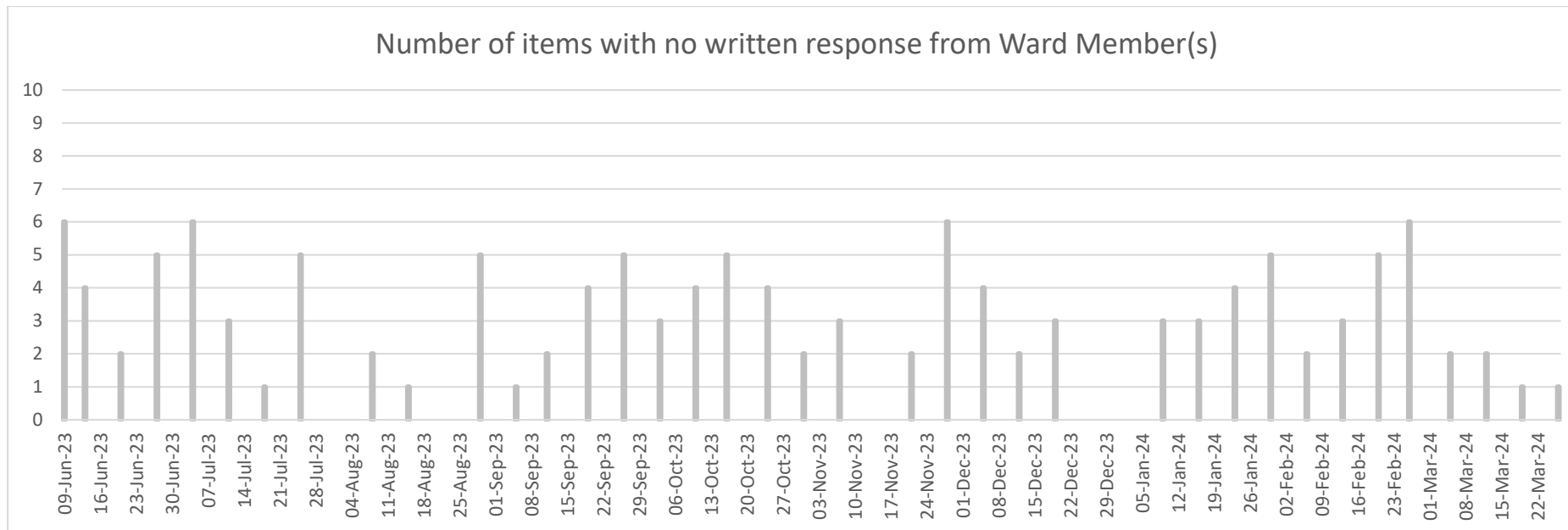


**Figure 4:** The number of items at each meeting with any form of written comments from relevant Ward Members, for the period for the period 1 April 2023 – 31 March 2024

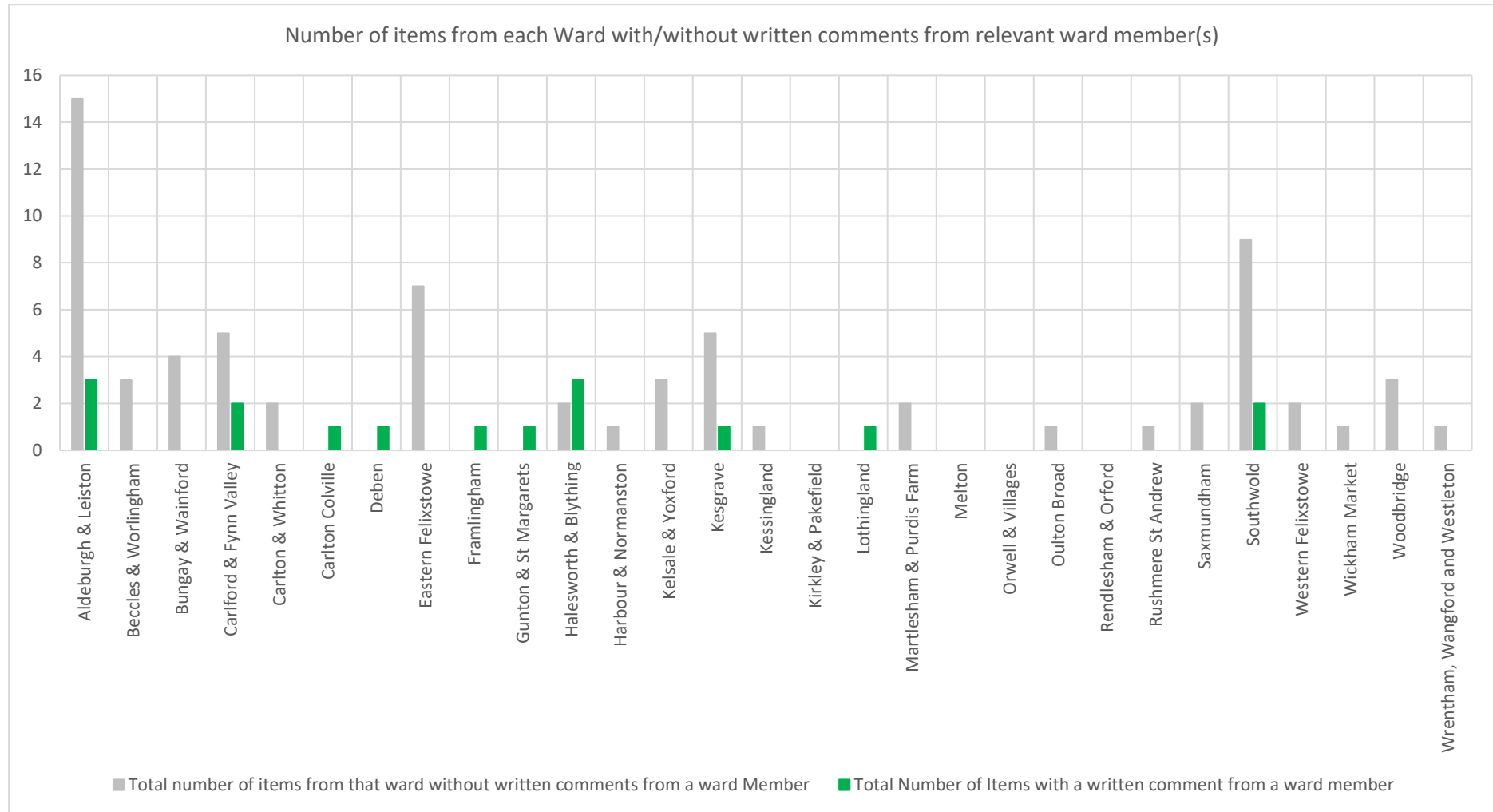


Appendix J: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Ward Members for the period 1 April 2022 – 31 March 2023

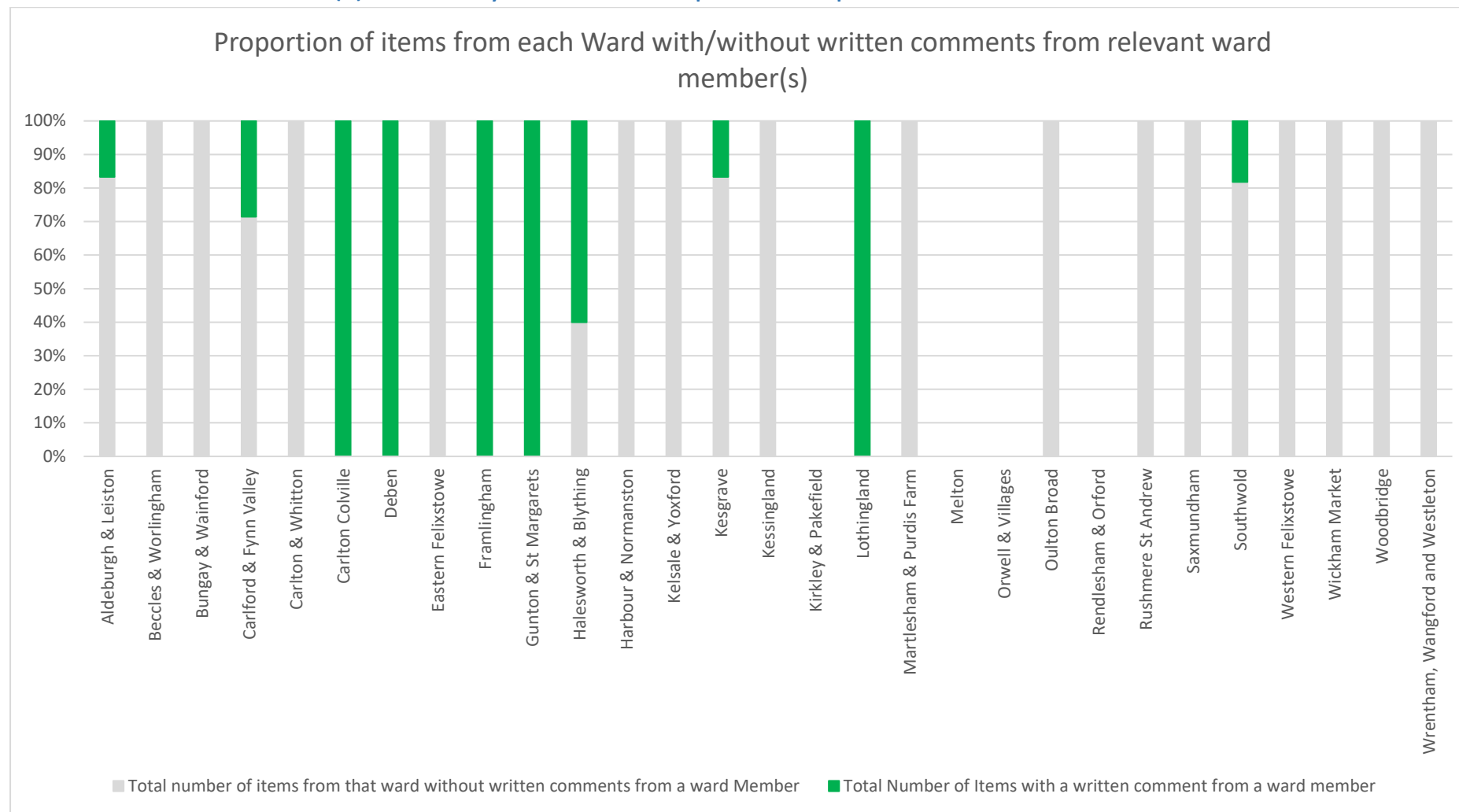
**Figure 5:** The number of items at each meeting with no written comments from relevant Ward Members, for the period for the period 1 April 2023 – 31 March 2024



**Figure 6:** The number of items at Planning Referral Panel with and without any written comments from relevant Ward Member(s) shown by Ward for the period 1 April 2023 – 31 March 2024

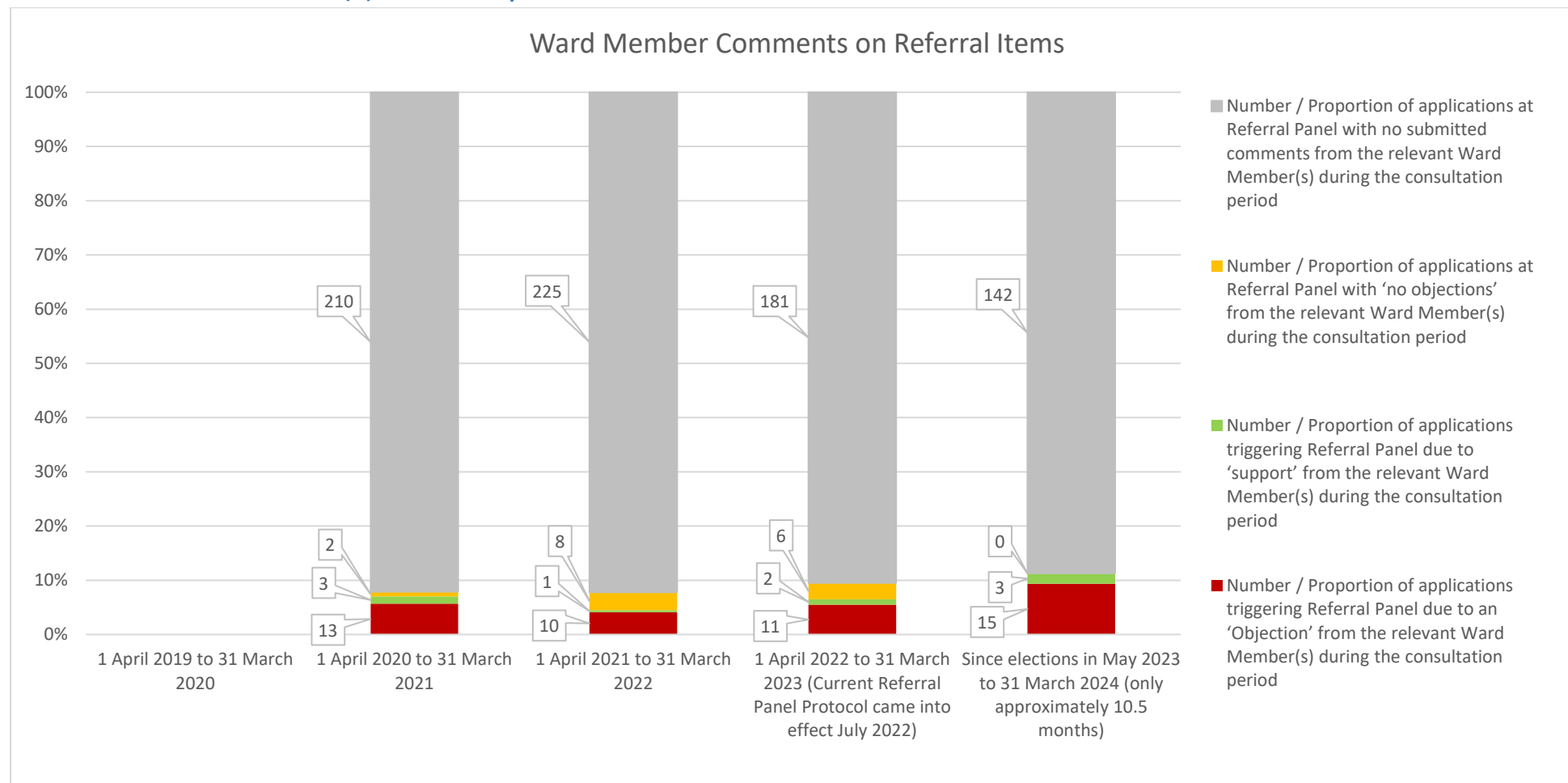


**Figure 7:** The proportion of items at Planning Referral Panel with and without any written comments from relevant Ward Member(s) shown by Ward for the period 1 April 2023 – 31 March 2024



Appendix J: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Ward Members for the period 1 April 2022 – 31 March 2023

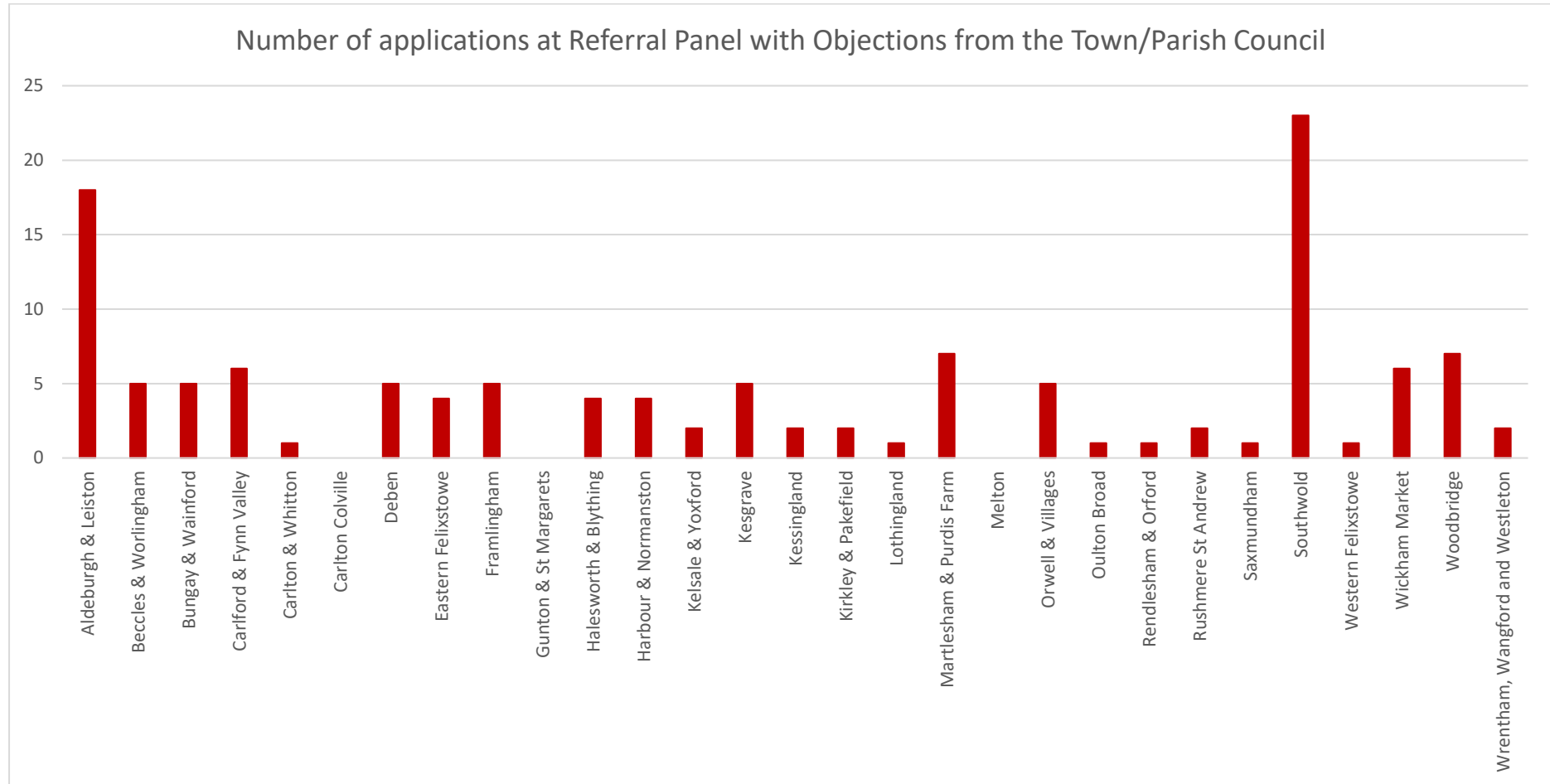
**Figure 8:** The proportion of items at Planning Referral Panel with/without any written comments from relevant Ward Member(s) for each year since the Panel was introduced



Appendix K: The number and proportion of items at the Planning Referral Panel with/without comments from relevant Town/ Parish Council, shown by Ward for the period 1 April 2023 – 31 March 2024

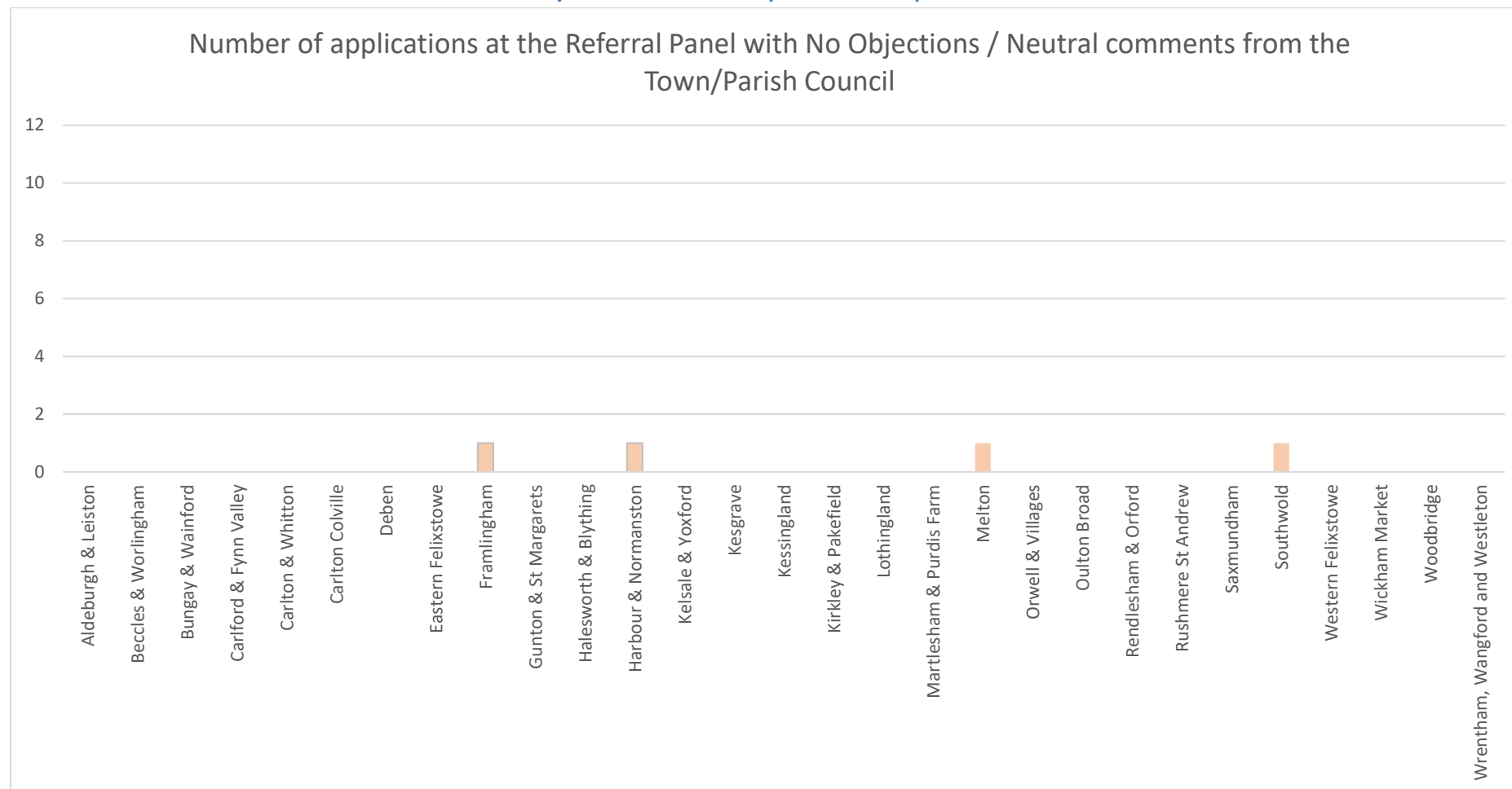
Appendix K: The number and proportion of items at the Planning Referral Panel with/without comments from relevant Town/ Parish Council, shown by Ward for the period 1 April 2023 – 31 March 2024

**Figure 1:** The number of items at Planning Referral Panel with Objections from relevant Town/Parish Council shown by Ward for the period 1 April 2023 – 31 March 2024

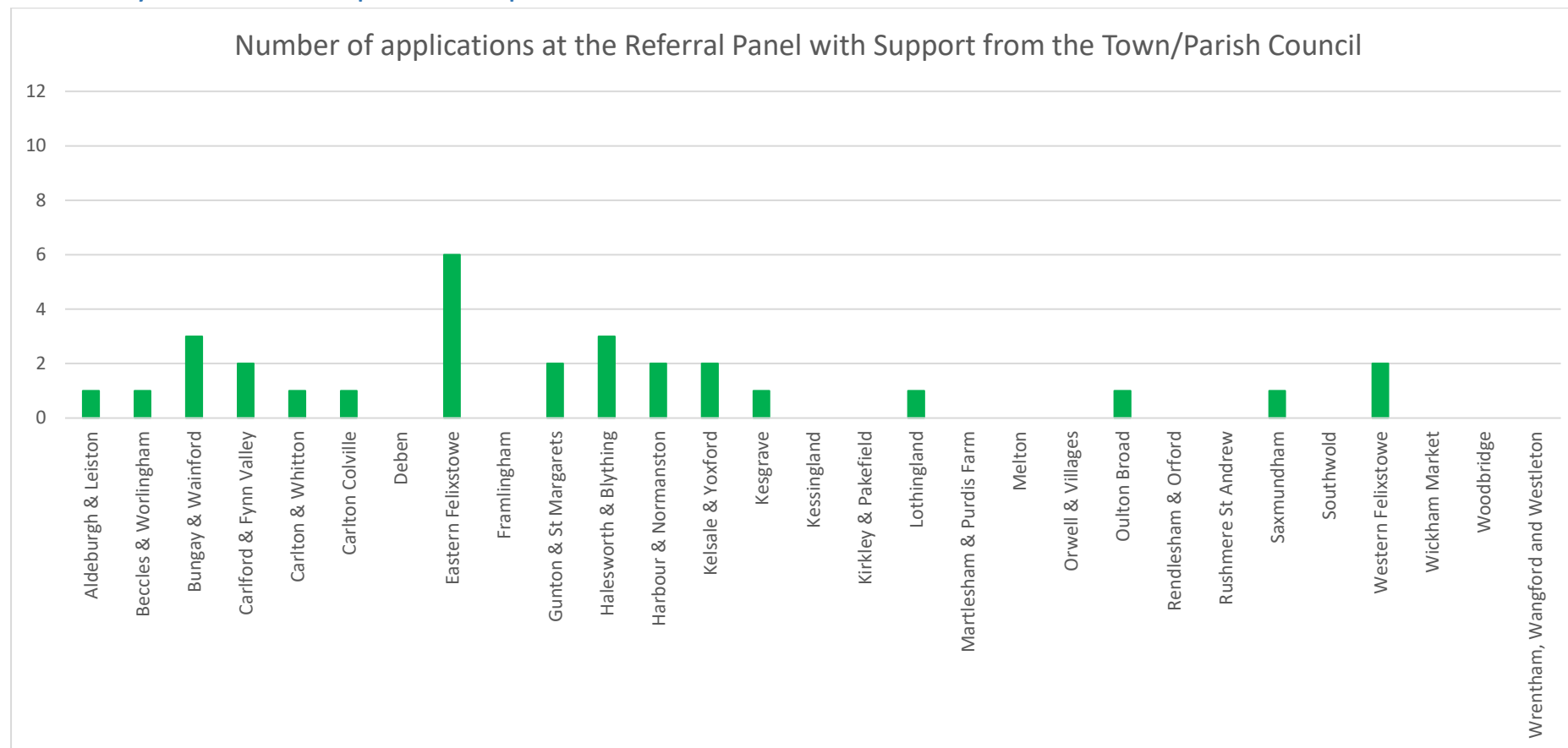




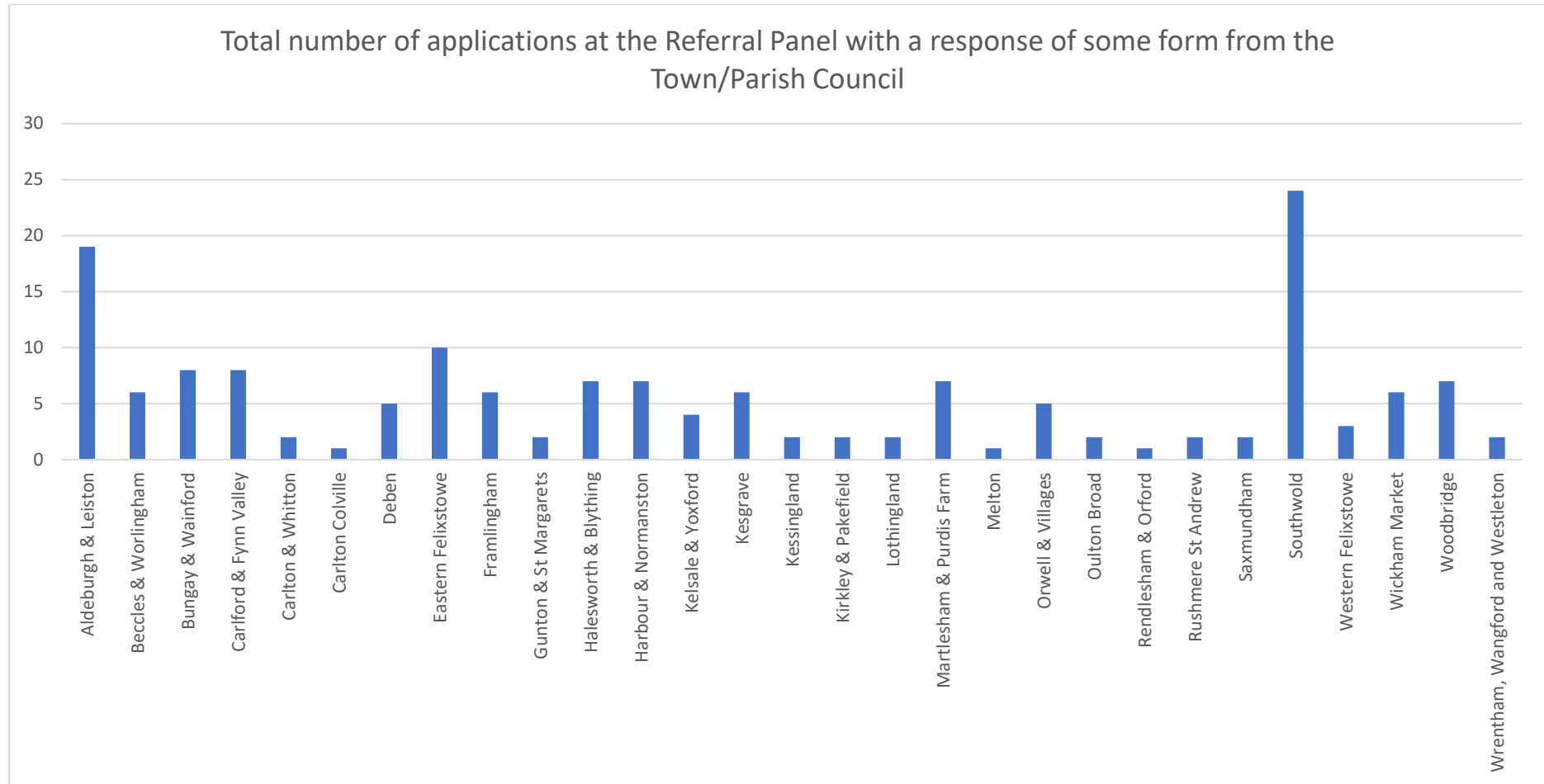
**Figure 2:** The number of items at Planning Referral Panel with No Objections/neutral comments from relevant Town/Parish Council shown by Ward for the period 1 April 2023 – 31 March 2024



**Figure 3:** The number of items at Planning Referral Panel with Support from relevant Town/Parish Council shown by Ward for the period 1 April 2023 – 31 March 2024

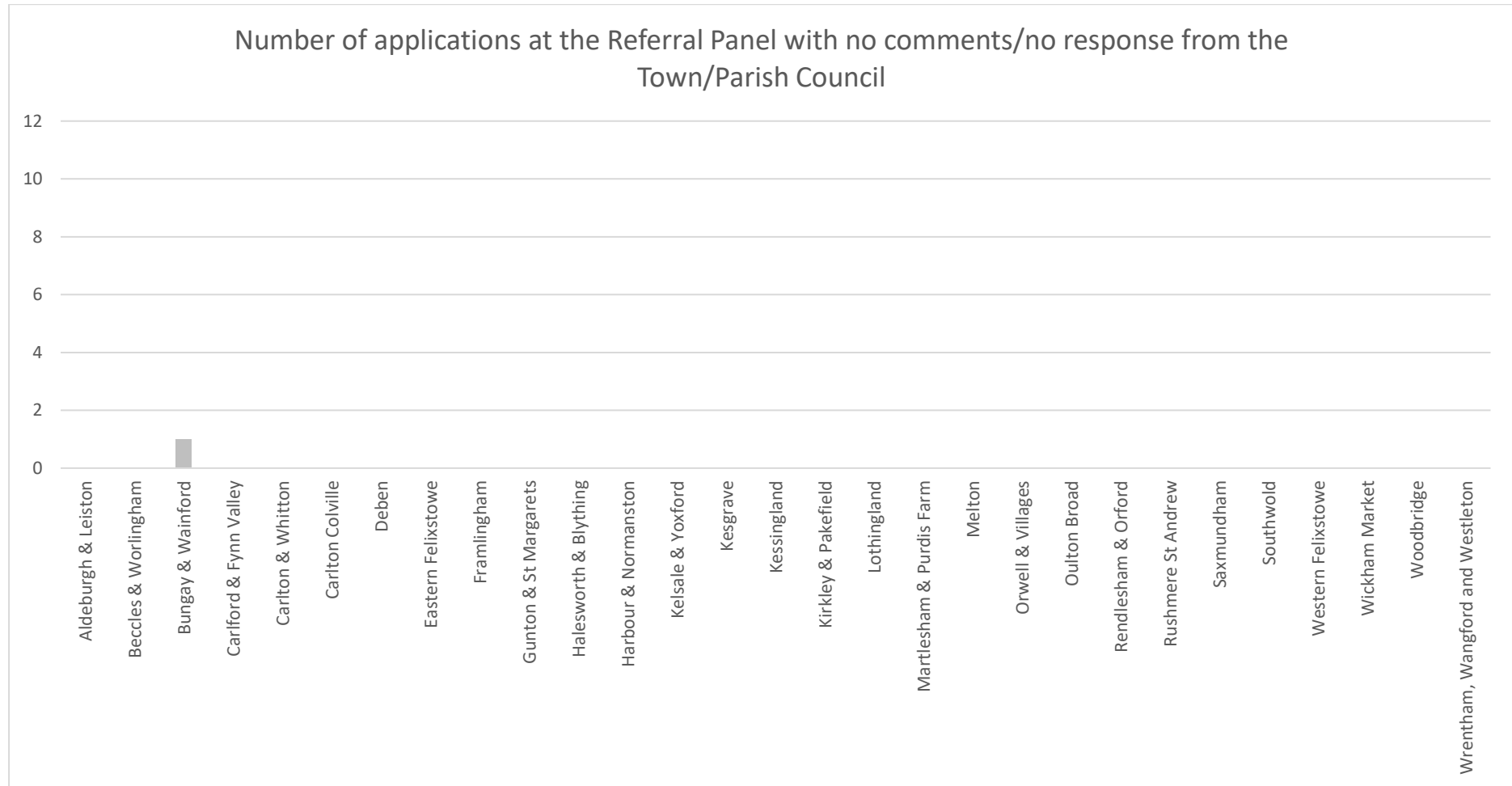


**Figure 4:** The number of items at Planning Referral Panel with written comments of any type from relevant Town/Parish Council shown by Ward for the period 1 April 2023 – 31 March 2024

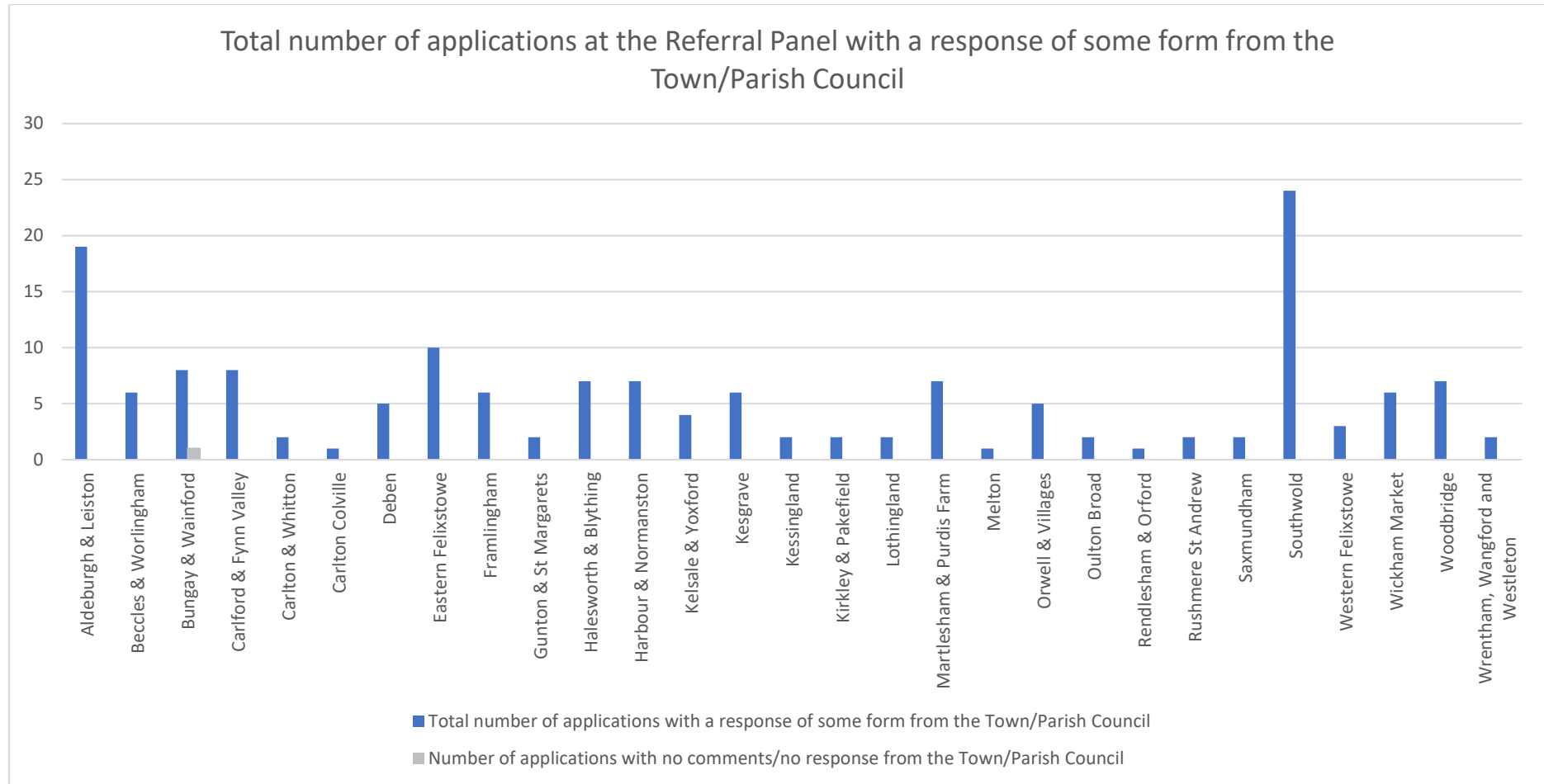


Appendix K: The number and proportion of items at the Planning Referral Panel with/without comments from relevant Town/ Parish Council, shown by Ward for the period 1 April 2023 – 31 March 2024

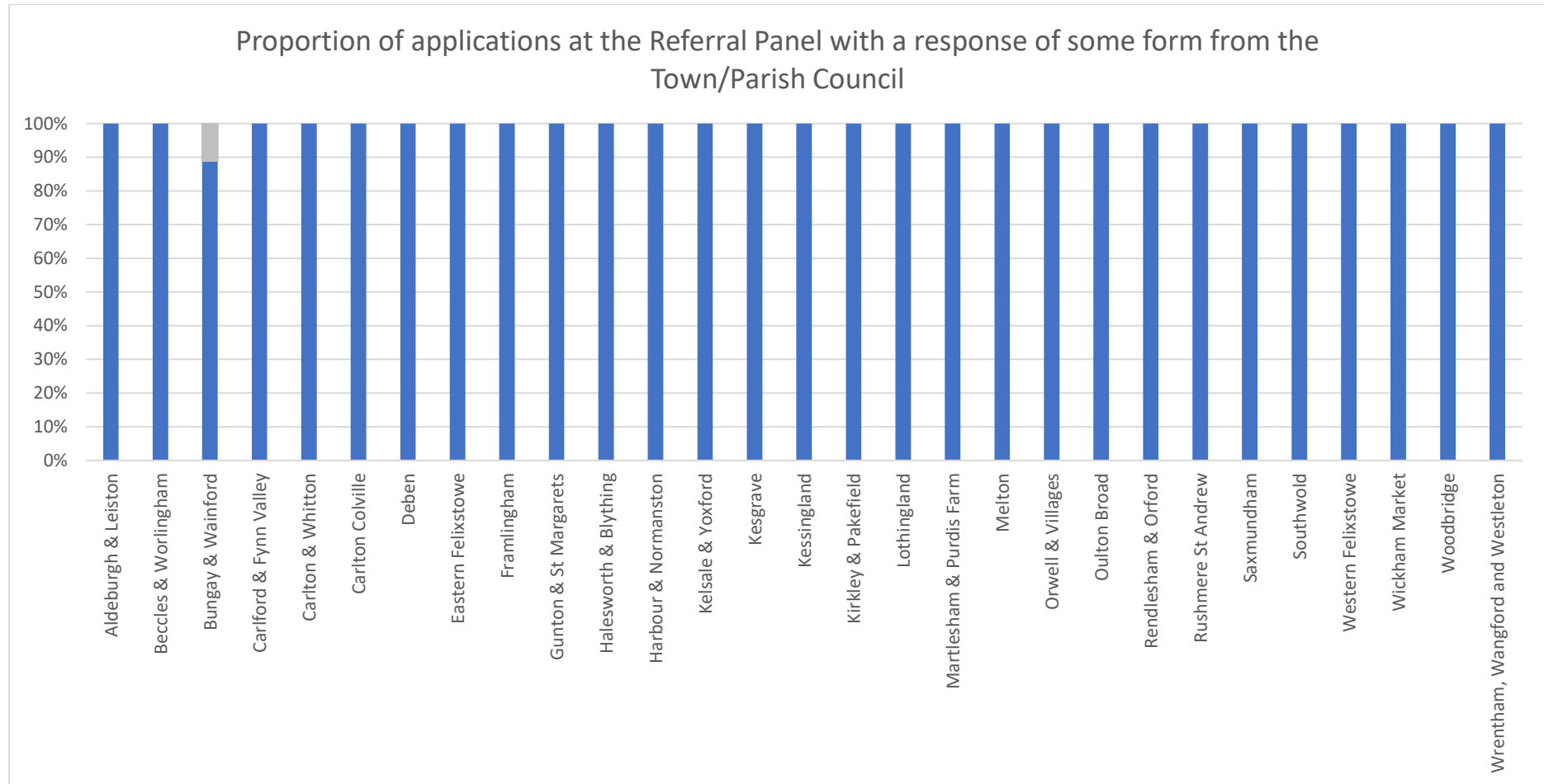
**Figure 5:** The number of items at Planning Referral Panel without any written comments of any type from relevant Town/Parish Council shown by Ward for the period 1 April 2023 – 31 March 2024



**Figure 6:** The number of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Ward for the period 1 April 2023 – 31 March 2024

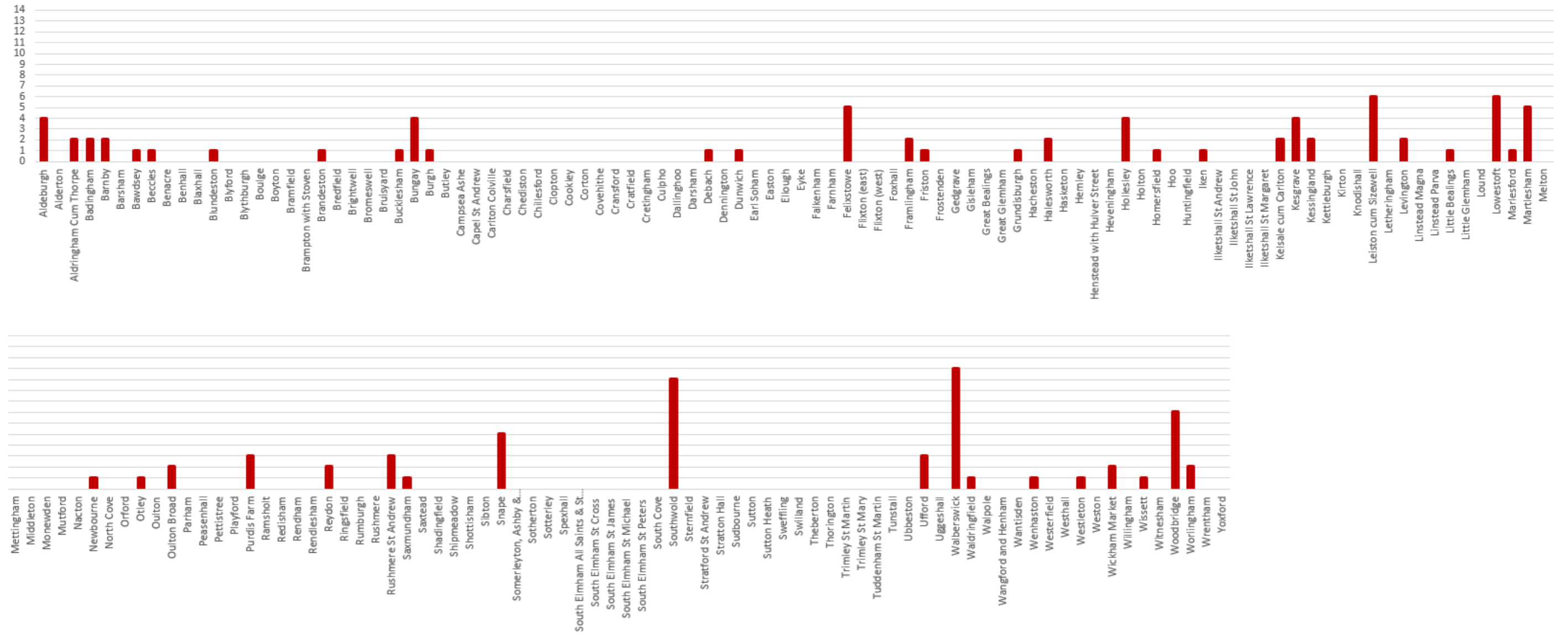


**Figure 7:** The proportion of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Ward for the period 1 April 2023 – 31 March 2024



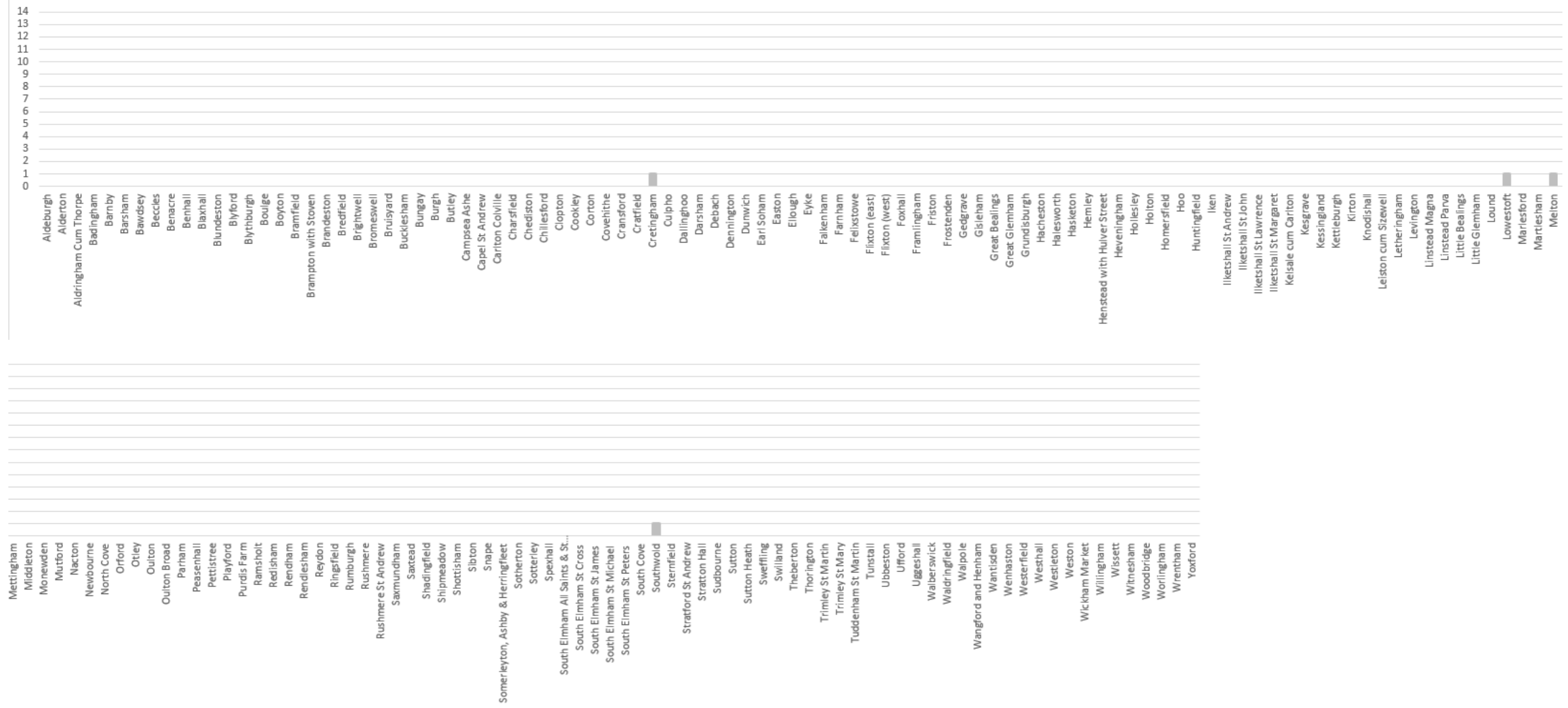
Appendix L: The number and proportion of items at the Planning Referral Panel with/without comments from relevant Town/ Parish Council, shown by Town/Parish for the period 1 April 2023 – 31 March 2024

**Figure 1: The number of items at Planning Referral Panel with Objections from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2023 – 31 March 2024**

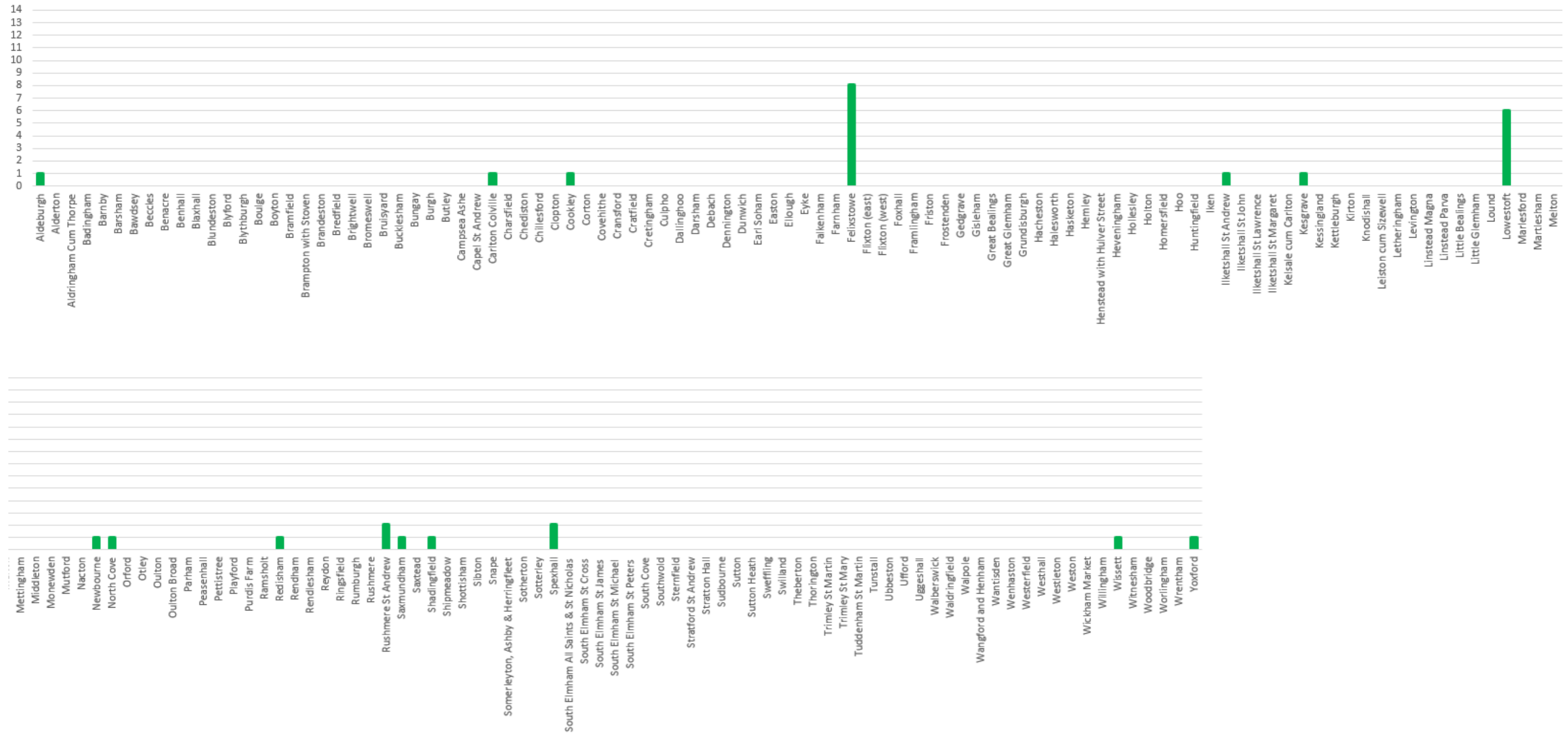




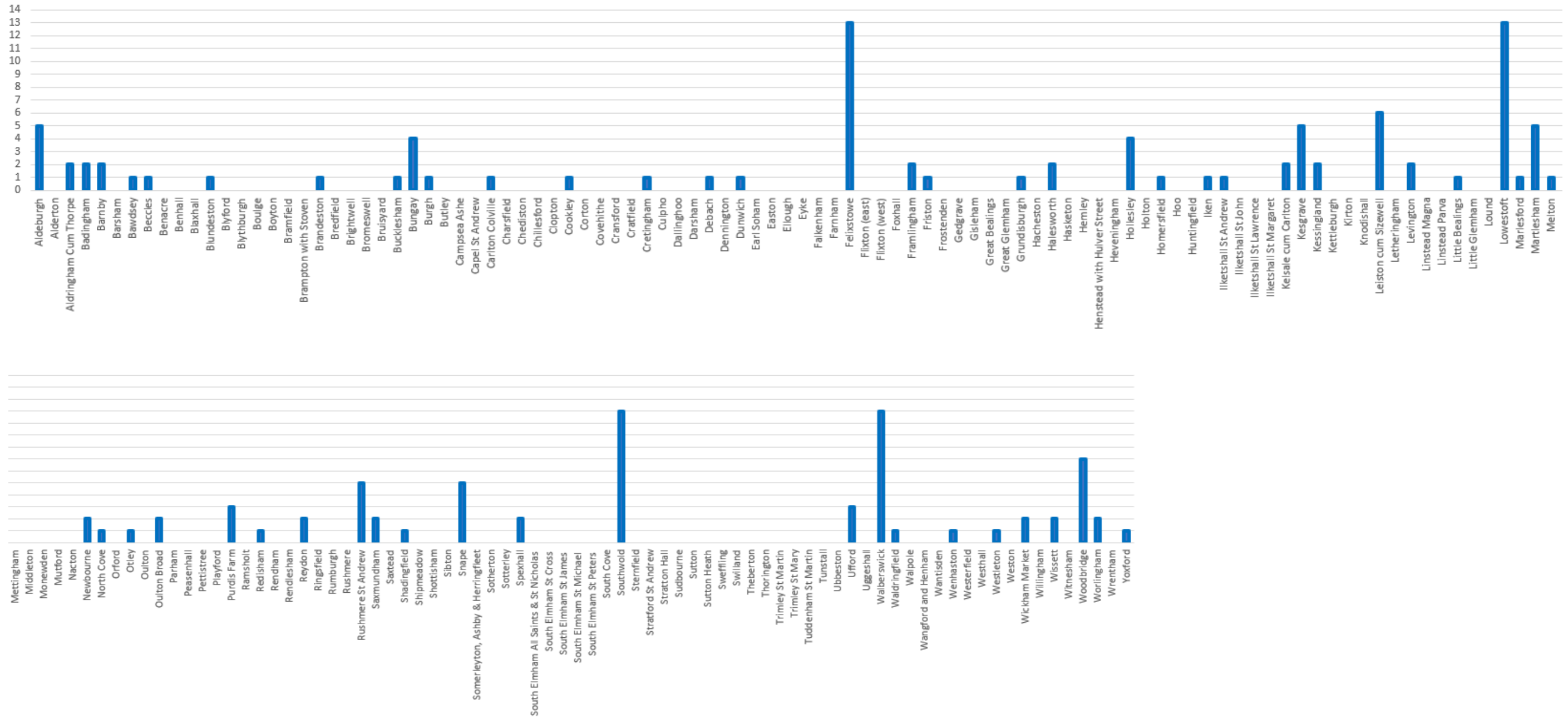
**Figure 2:** The number of items at Planning Referral Panel with No Objections/neutral comments from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2023 – 31 March 2024



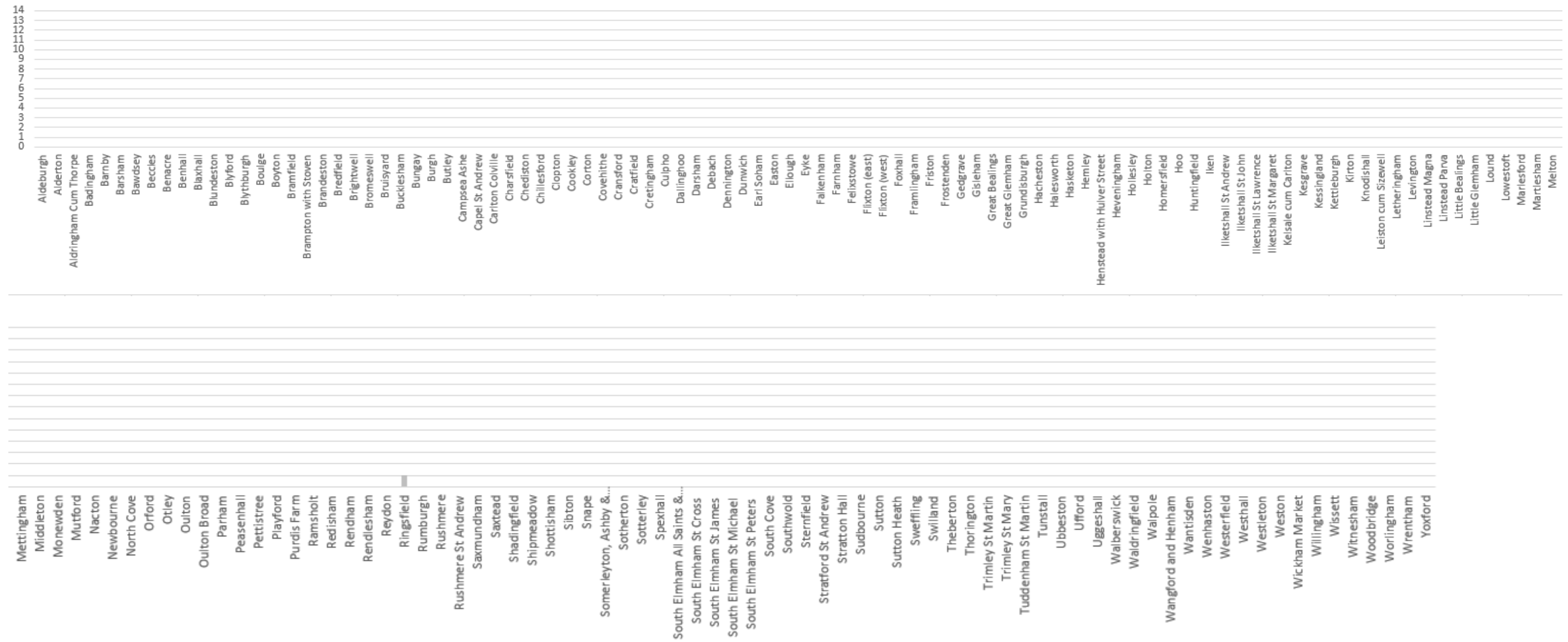
**Figure 3:** The number of items at Planning Referral Panel with Support from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2023 – 31 March 2024



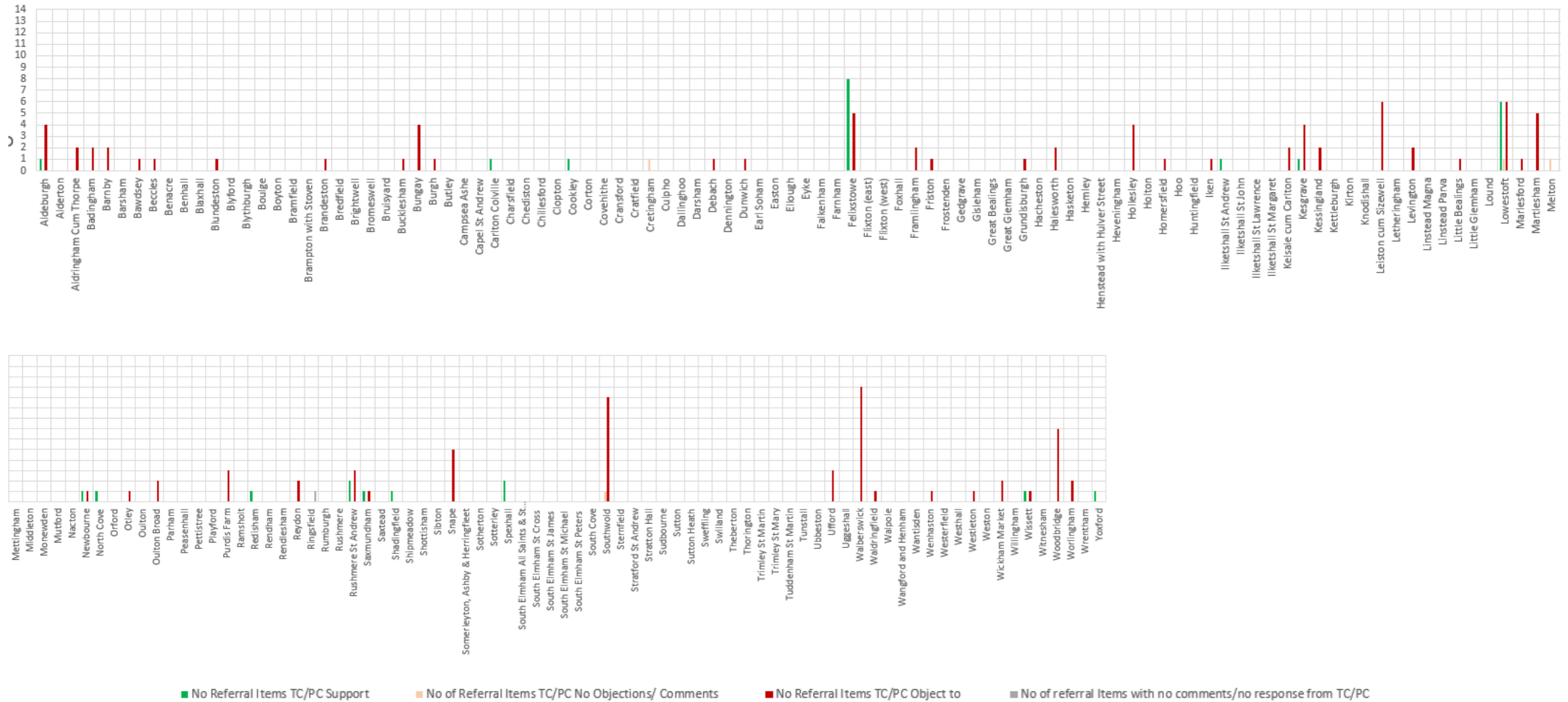
**Figure 4:** The number of items at Planning Referral Panel with written comments of any type from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2023 – 31 March 2024



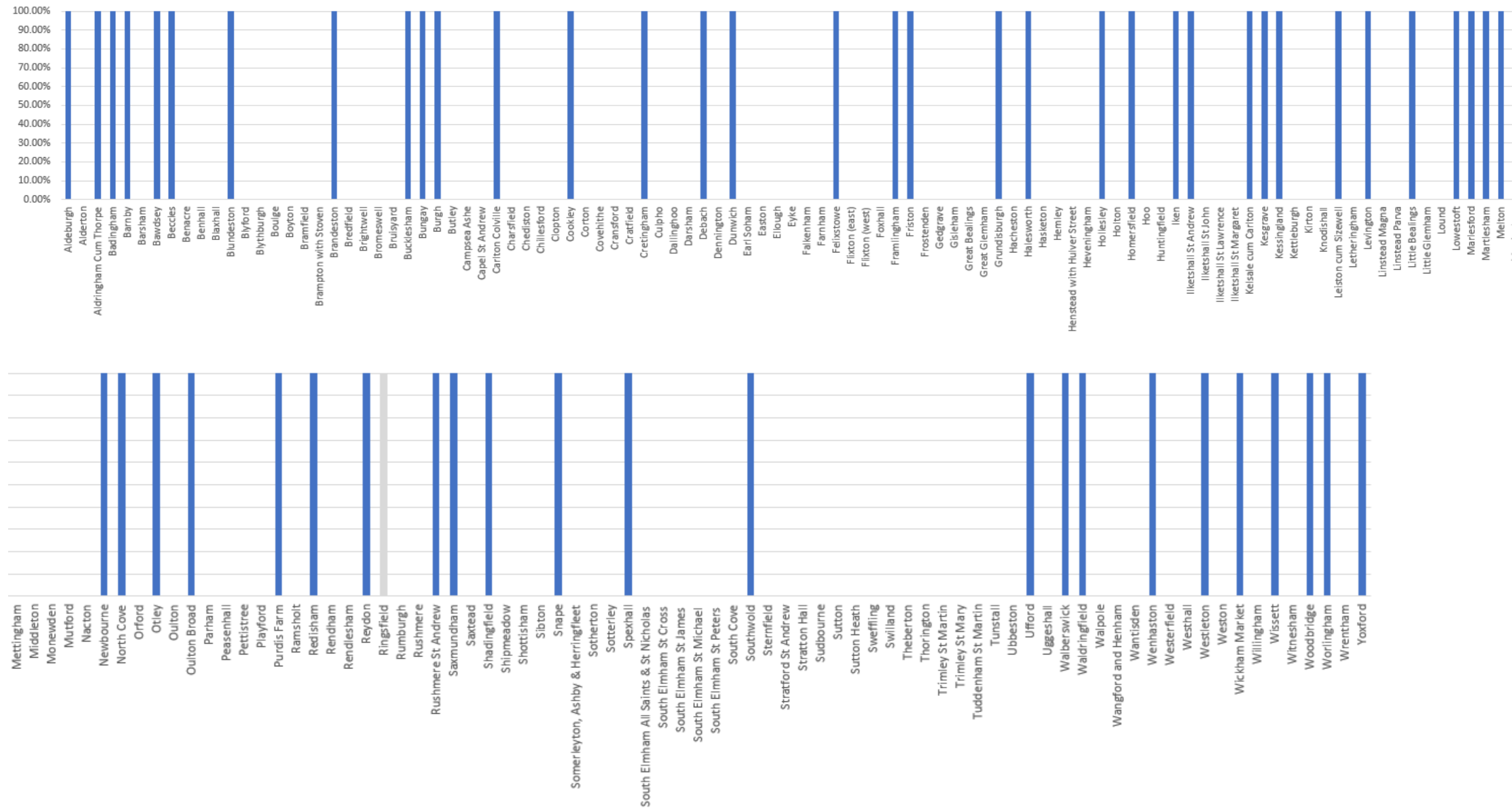
**Figure 5: The number of items at Planning Referral Panel without any written comments of any type from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2023 – 31 March 2024**



**Figure 6:** The number of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2023 – 31 March 2024



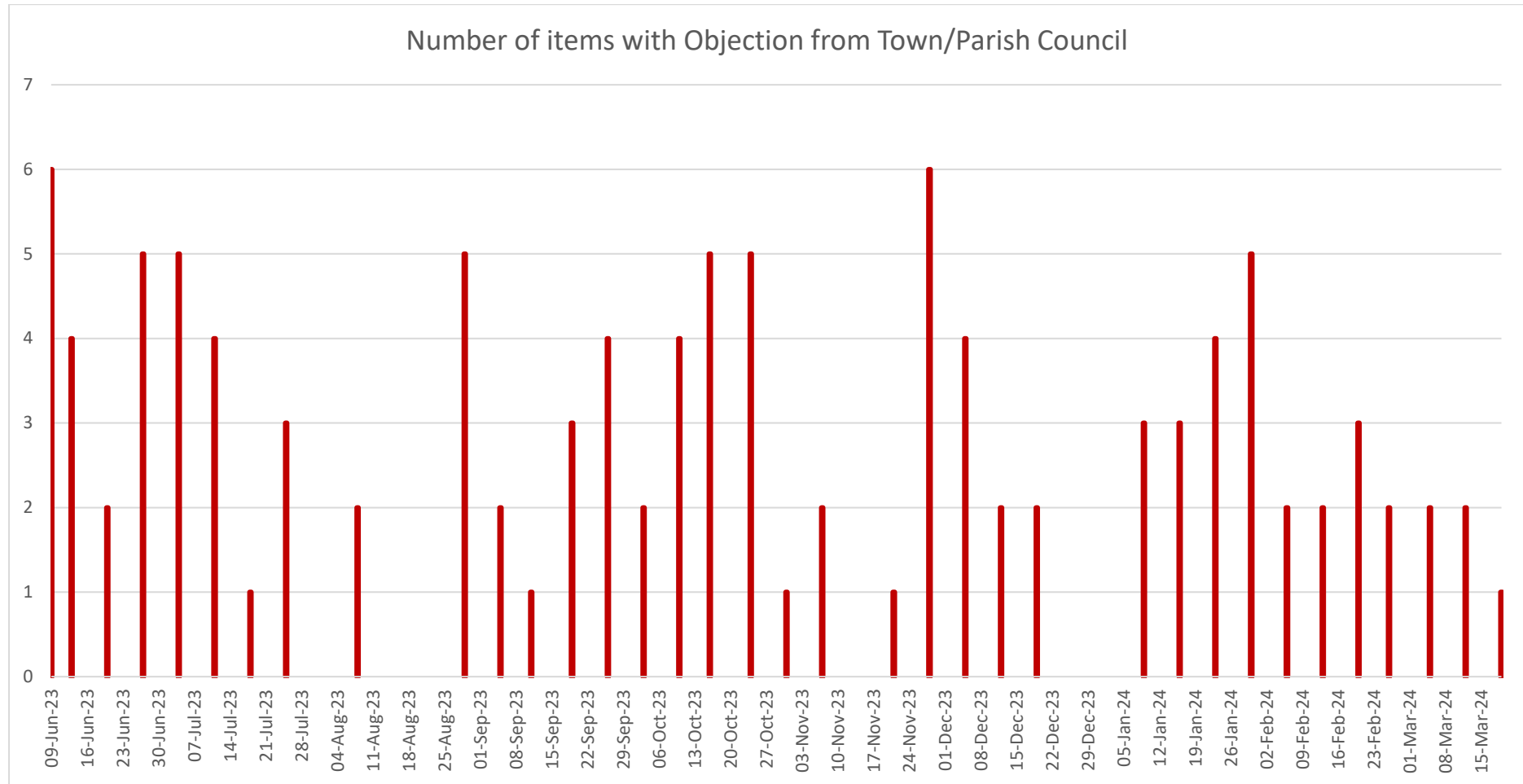
**Figure 7:** The proportion of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2023 – 31 March 2024



**Appendix M: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Town/Parish Council for the period 1 April 2023 – 31 March 2024**

Appendix M: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Town/Parish Council for the period 1 April 2023 – 31 March 2024

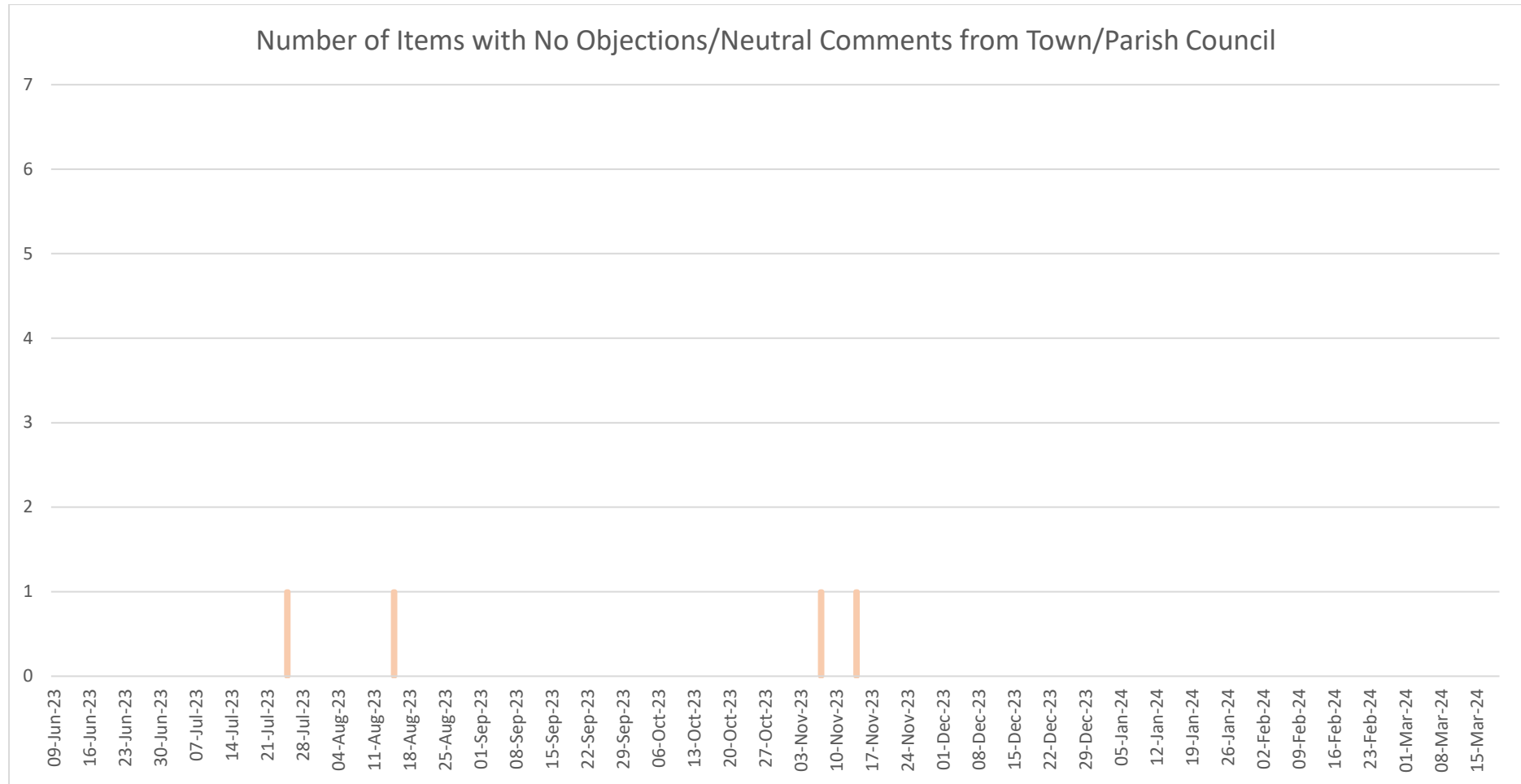
**Figure 1:** The number of items at each meeting with Objections from relevant Town/Parish Council, for the period for the period 1 April 2023 – 31 March 2024





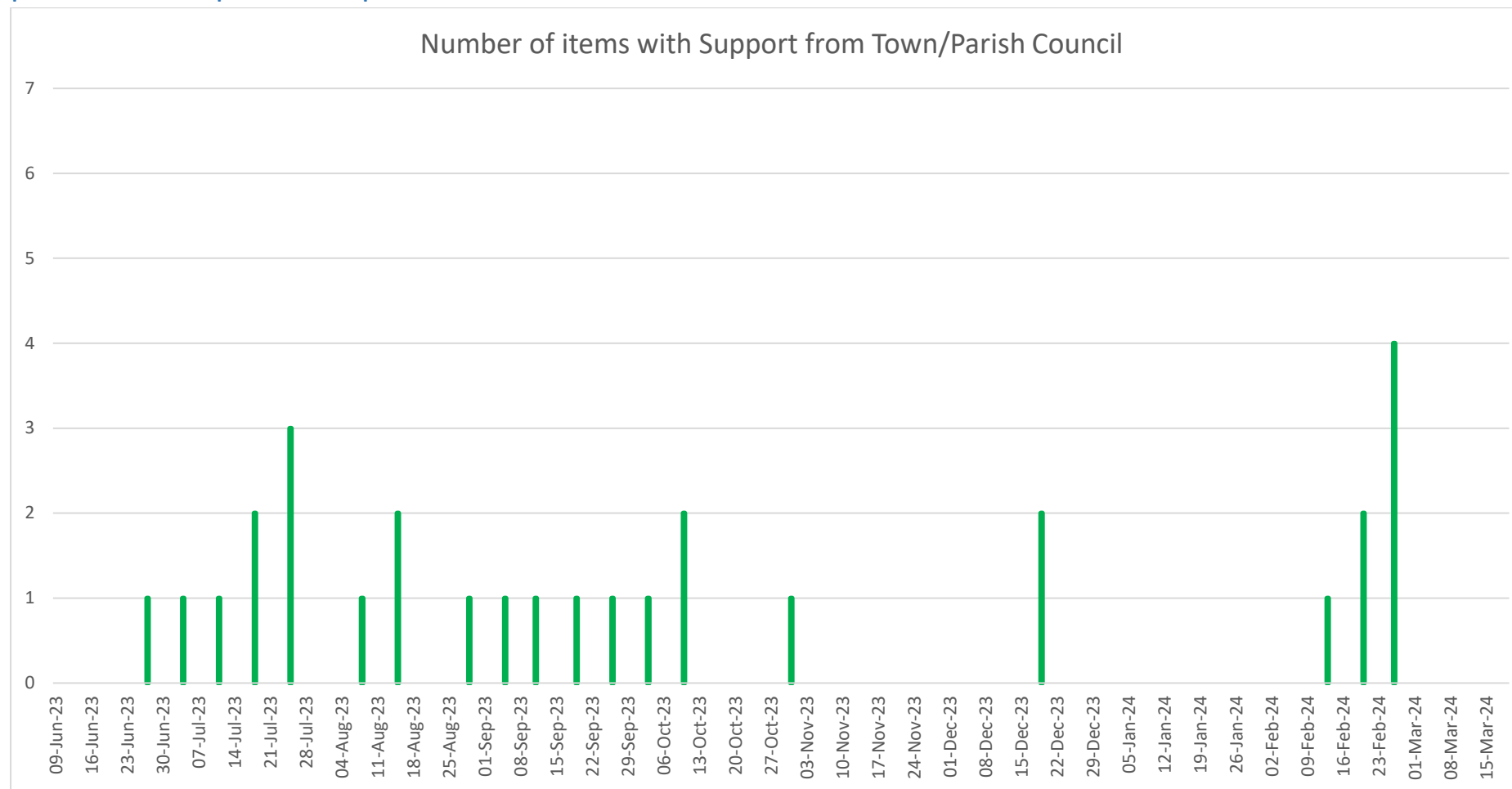
Appendix M: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Town/Parish Council for the period 1 April 2023 – 31 March 2024

**Figure 2:** The number of items at each meeting with no Objections/Neutral comments from relevant Town/Parish Council, for the period for the period 1 April 2023 – 31 March 2024



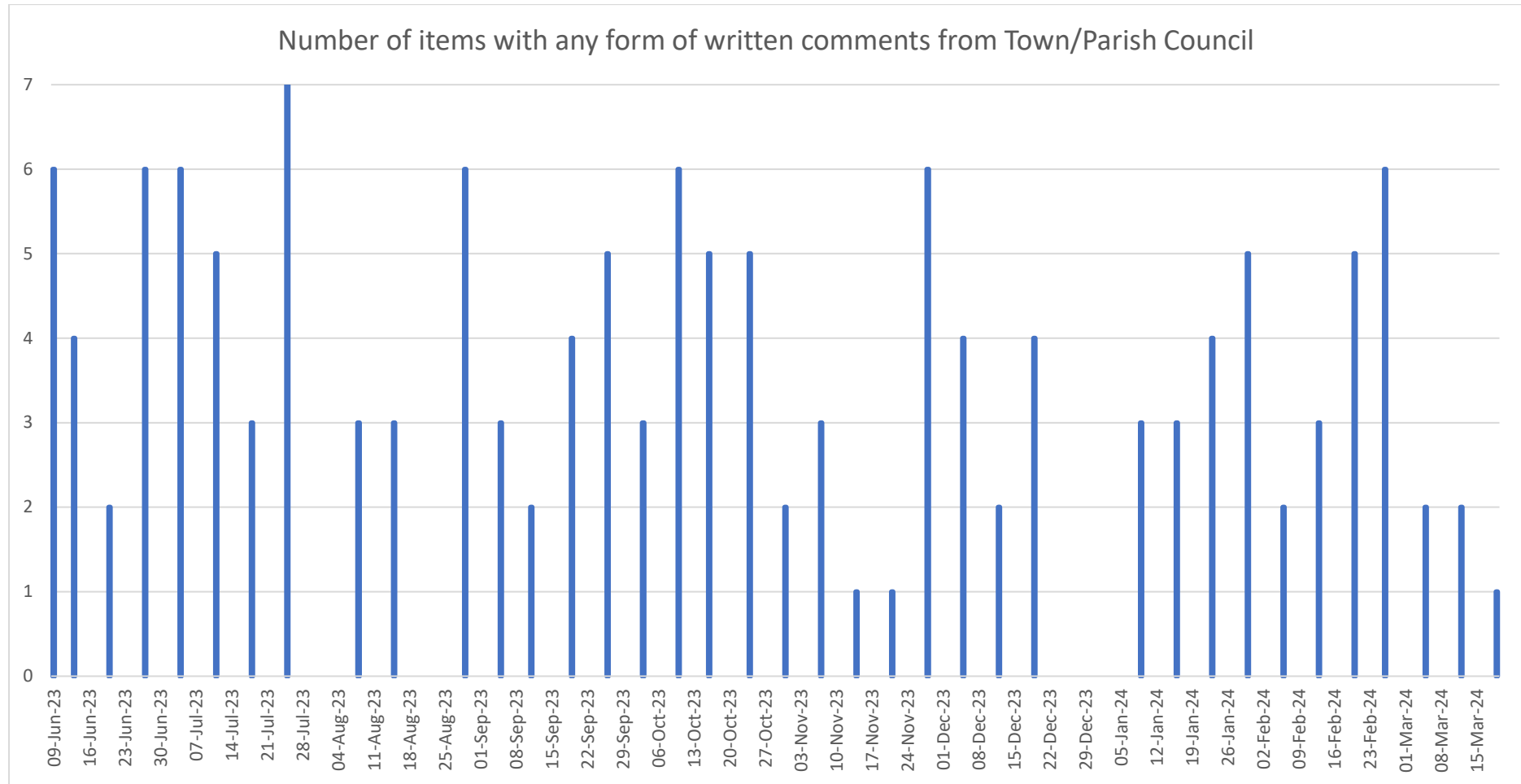
Appendix M: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Town/Parish Council for the period 1 April 2023 – 31 March 2024

**Figure 3:** The number of items at each meeting with Support from relevant Town/Parish Council, for the period for the period 1 April 2023 – 31 March 2024

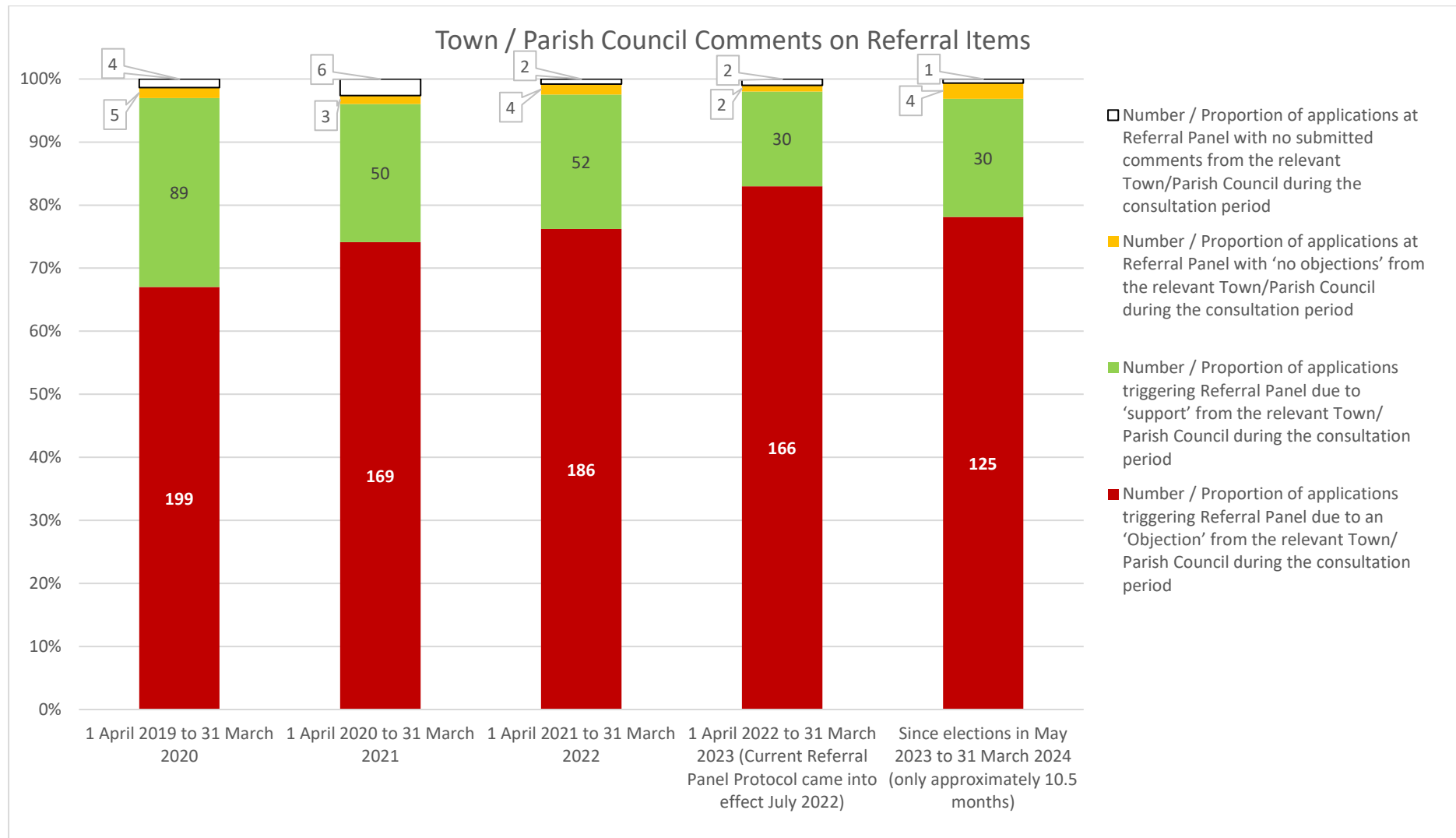


Appendix M: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Town/Parish Council for the period 1 April 2023 – 31 March 2024

**Figure 4:** The number of items at each meeting with any form of written comments from relevant Town/Parish Council,, for the period for the period 1 April 2023 – 31 March 2024



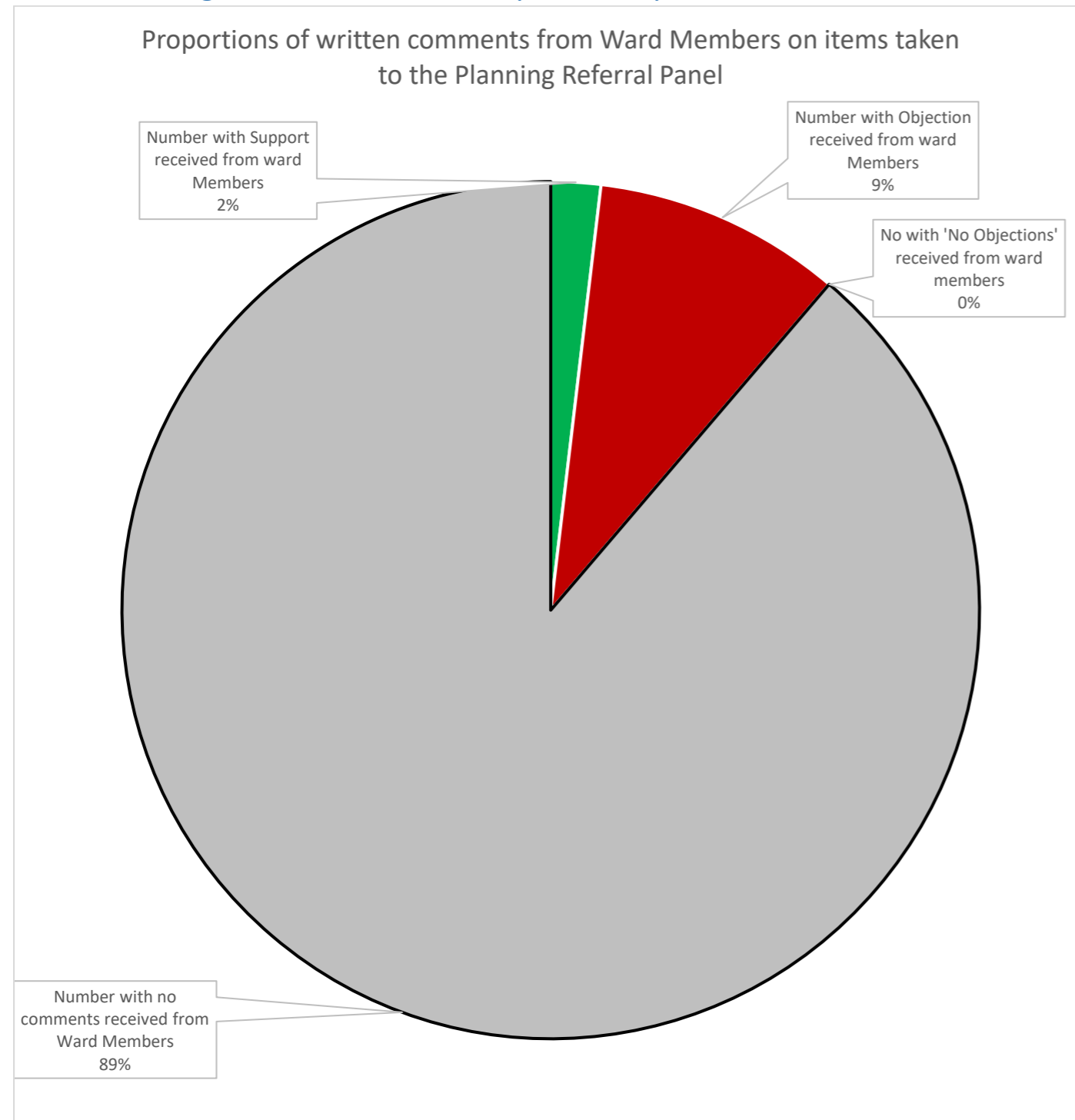
**Figure 5: The proportion of items at Planning Referral Panel with/without any written comments from relevant Town/Parish Council for each year since the Panel was introduced**



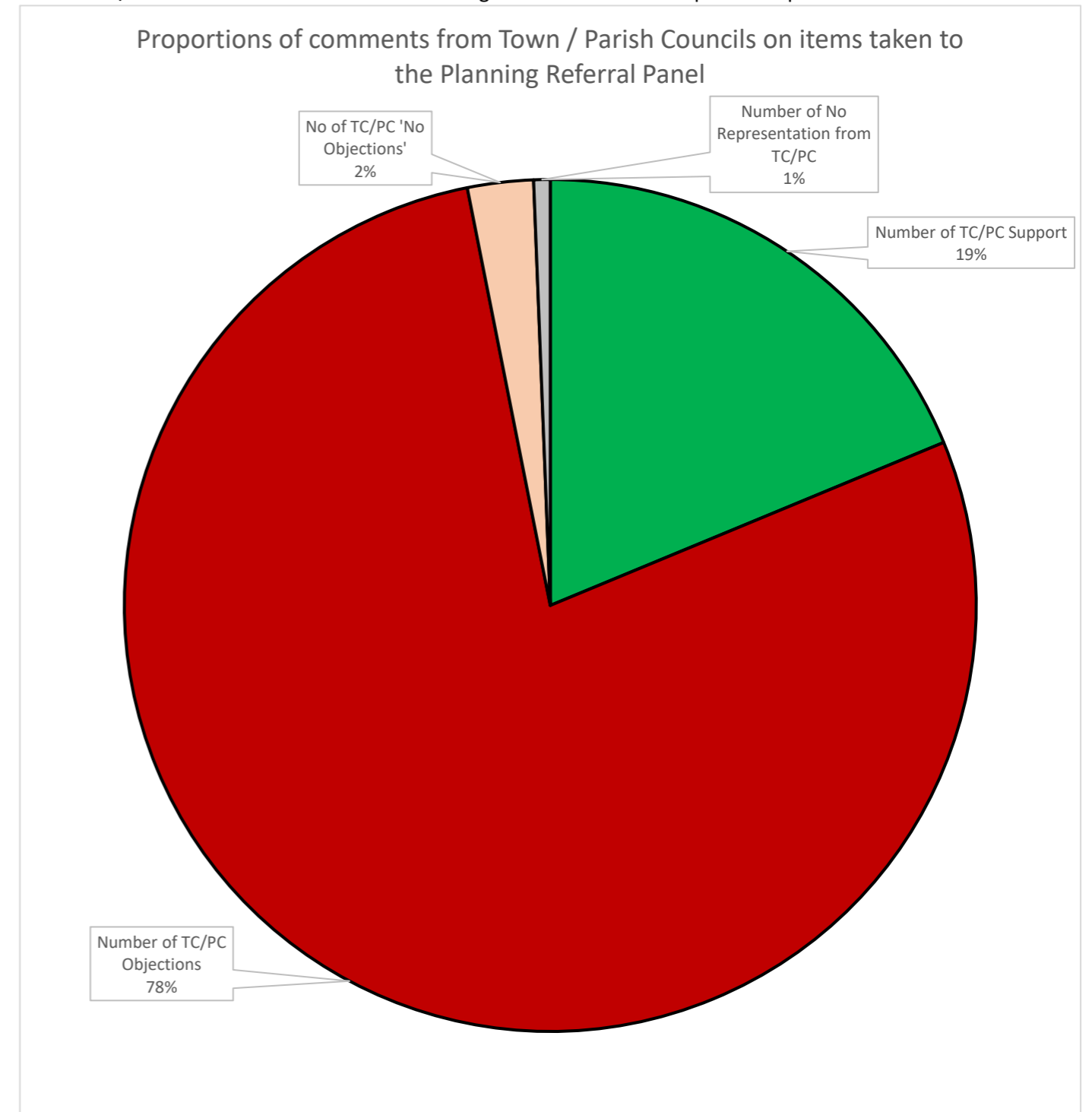
Appendix M: The number and proportion of items at each Planning Referral Panel meeting with or without comments from the relevant Town/Parish Council for the period 1 April 2023 – 31 March 2024

Appendix N: A comparison of Town/Parish Council responses and Ward Members comments on applications at the Planning Referral Panel

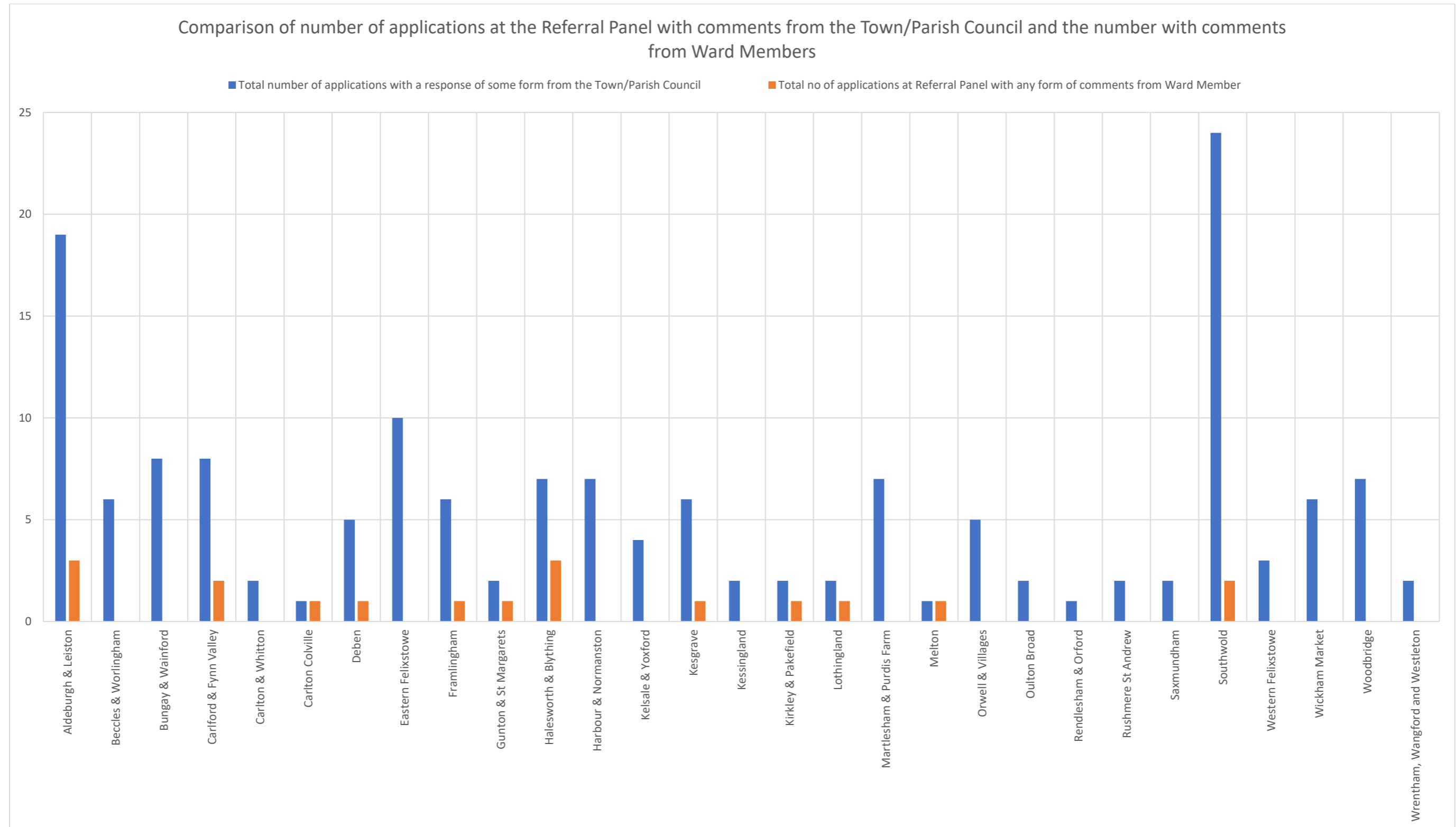
**Figure 1: Pie Chart showing the proportion of each type of written comment (or no written comment) received from relevant Ward Member(s) on items at the Planning Referral Panel for the period 1 April 2023 – 31 March 2024**



**Figure 2: Pie Chart showing the proportion of each type of written comment (or no written comment) received from Town/Parish Councils on items at the Planning Referral Panel for the period 1 April 2023 – 31 March 2024**

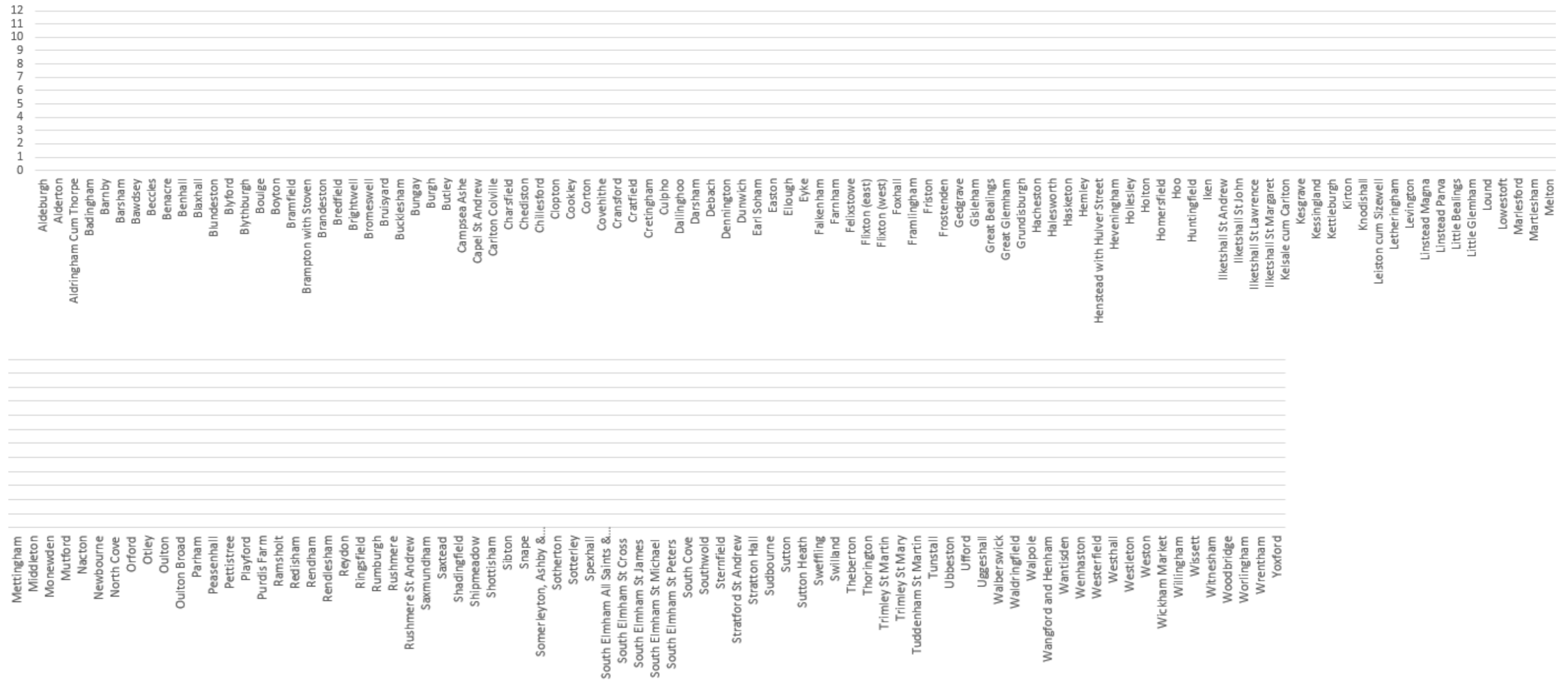


**Figure 3:** Number of applications at the Planning Referral Panel with any comments from the Town/Parish Council and number with any comments from relevant Ward Member(s) for the period 1 April 2023 – 31 March 2024, shown by Ward

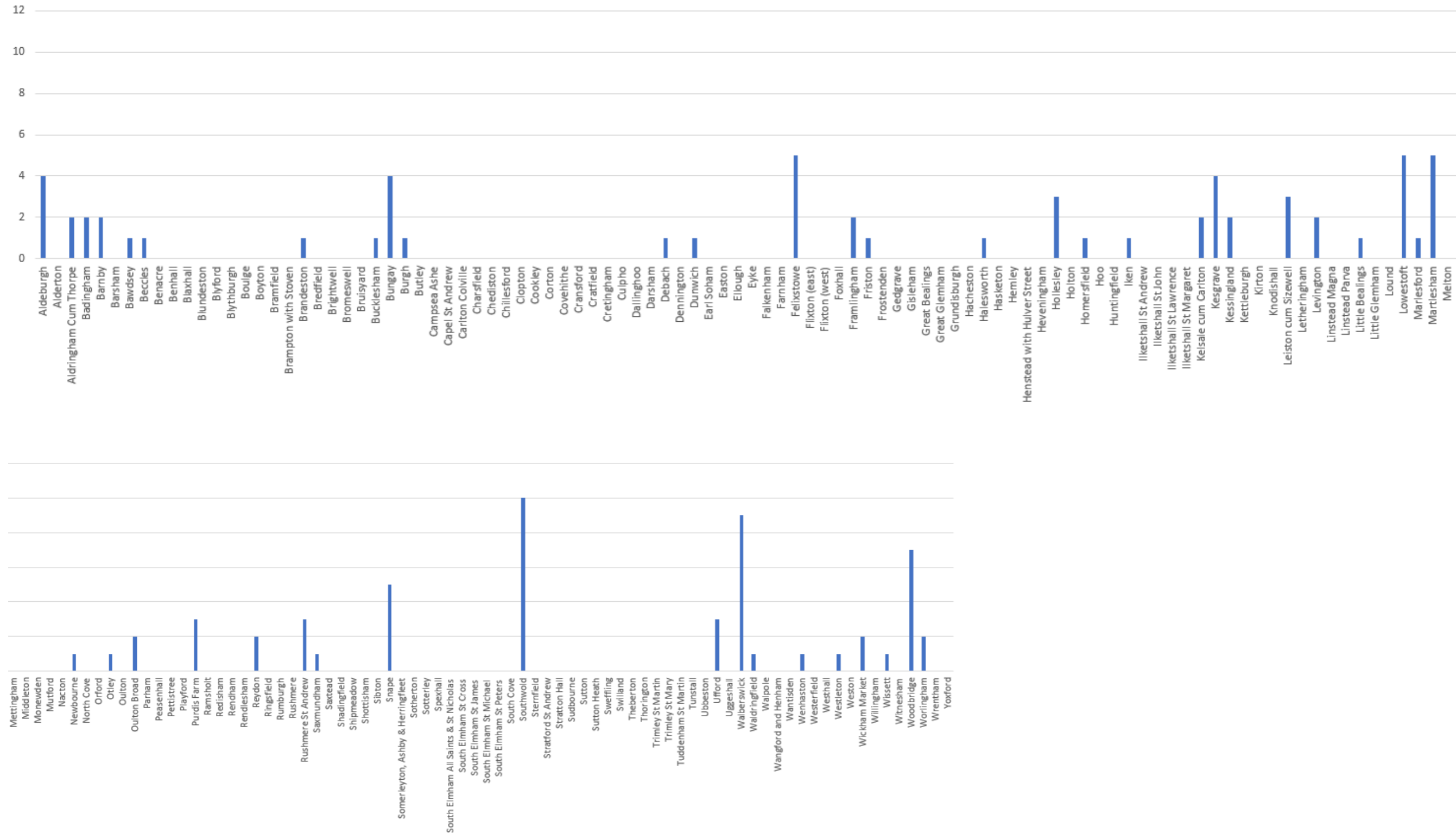




**Figure 4:** Number of applications at the Planning Referral Panel with Objection from the Town/Parish Council and Objections from relevant Ward Members for the period 1 April 2023 – 31 March 2024, shown by Parish

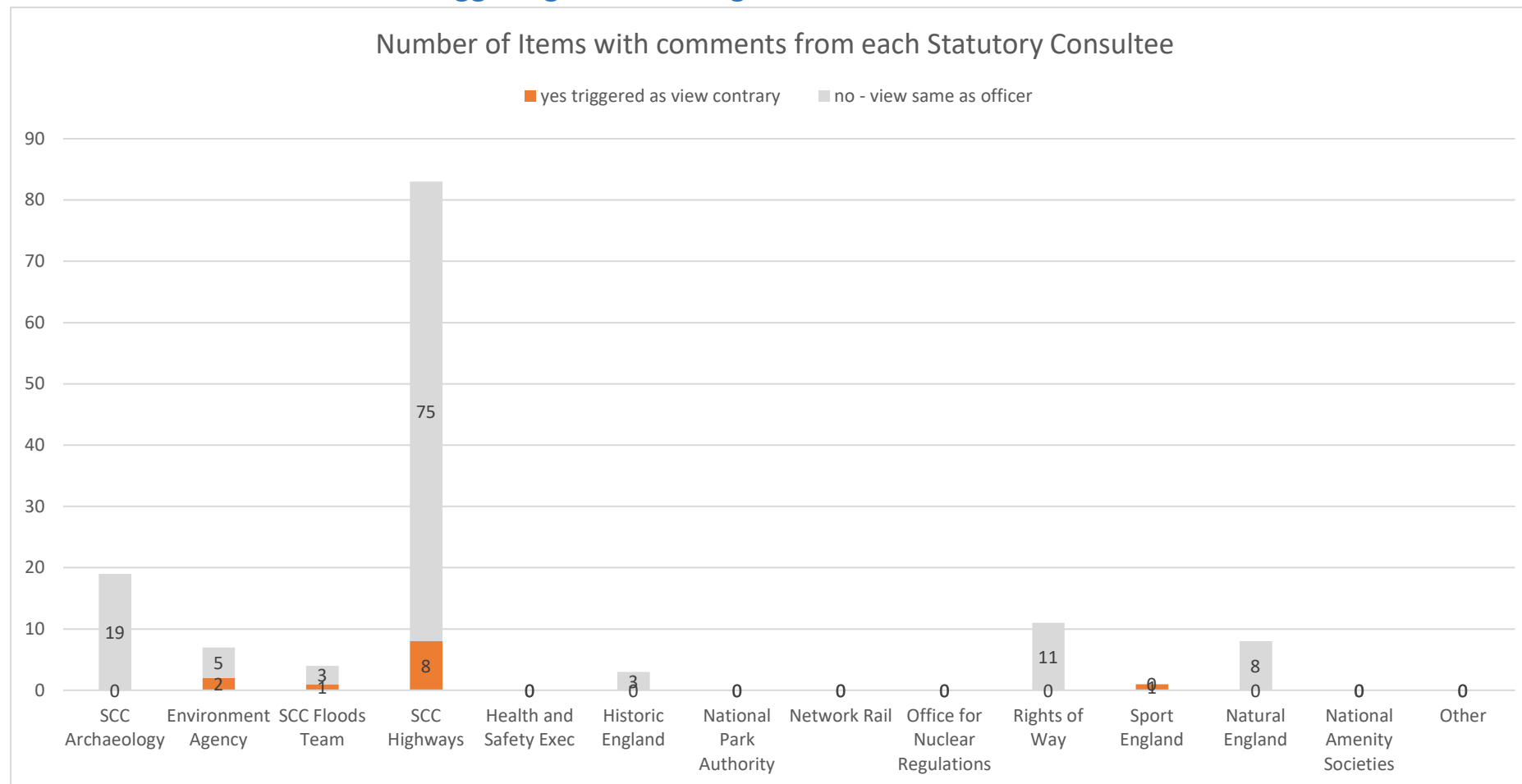


**Figure 5:** Number of applications at the Planning Referral Panel with Objection from the Town/Parish Council and no written comments from relevant Ward Members for the period 1 April 2023 – 31 March 2024, shown by Parish

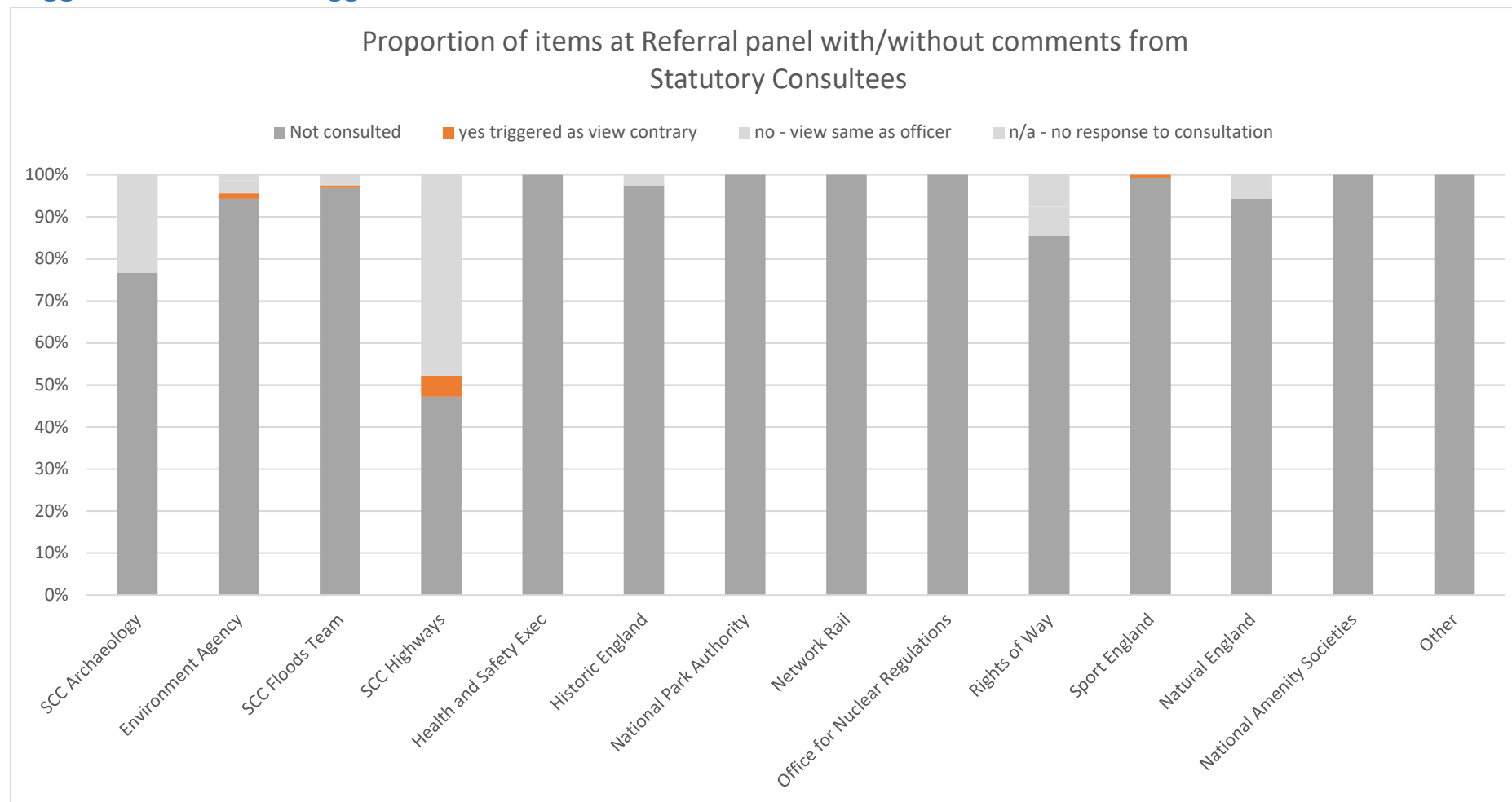


Appendix O: The number and proportion of items at Planning Referral Panel meetings with or without comments from the Statutory Consultees for the period 1 April 2023 – 31 March 2024

**Figure 1:** Number of items at the panel with comments received from each of the main statutory consultees and the numbers triggering the Planning Referral Process

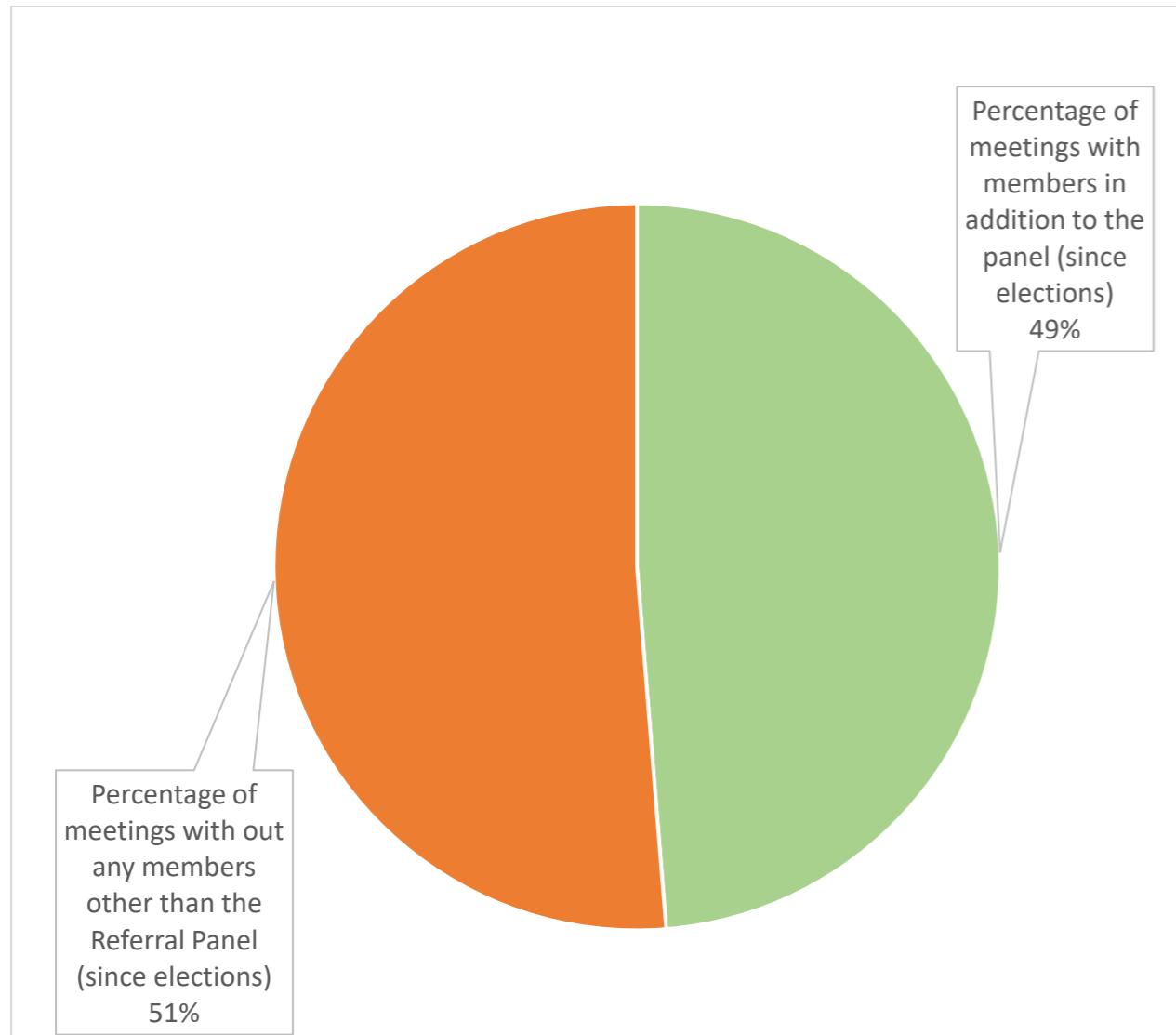


**Figure 2: Proportion of Items at Referral Panel with comments the main Statutory Consultees where they triggered or did not trigger the Referral Panel Process**

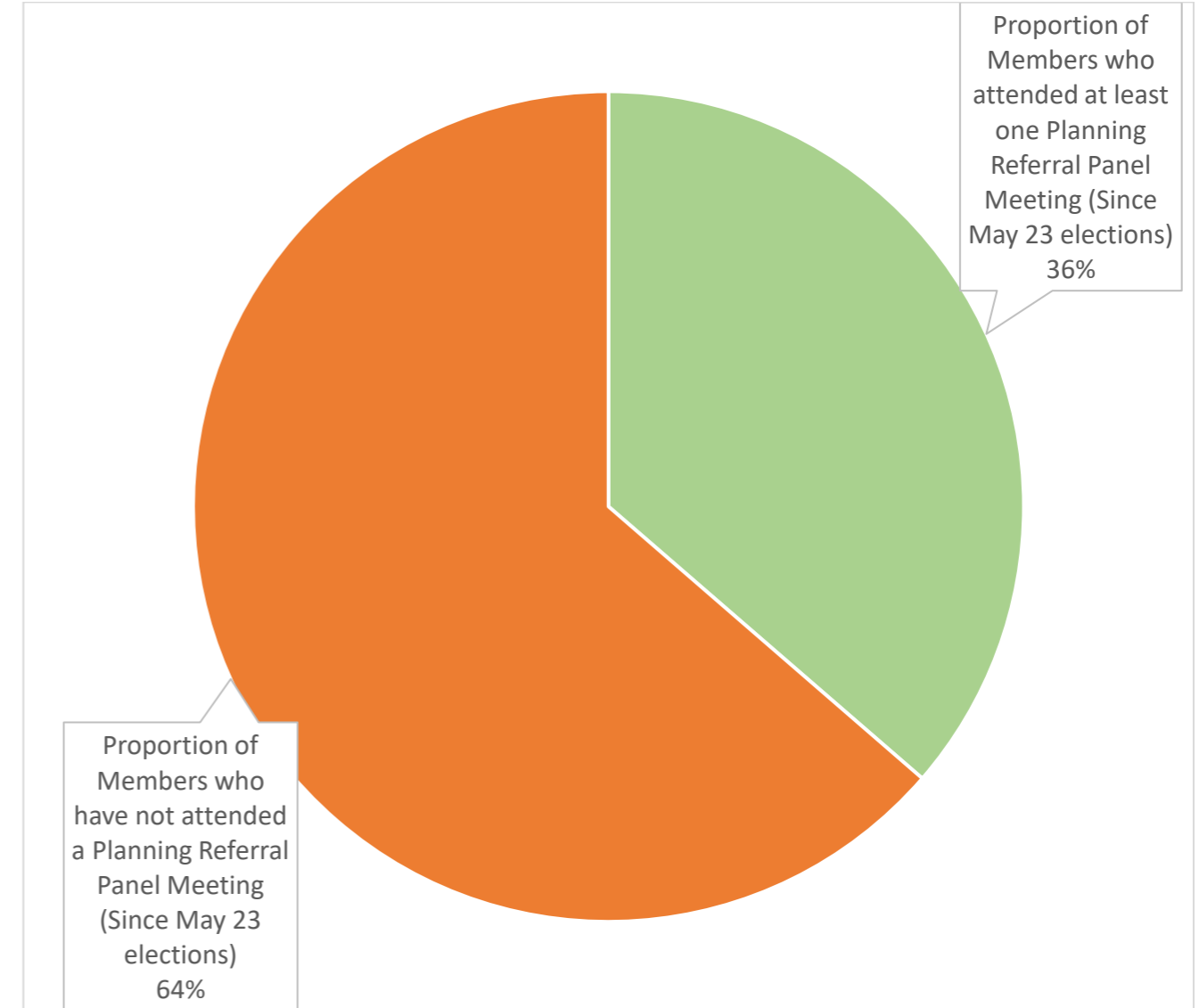


Appendix P: Attendance by relevant Ward Member(s) at Planning Referral Panel Meetings between May 2023 and 31 March 2024.(Since May 23 elections)

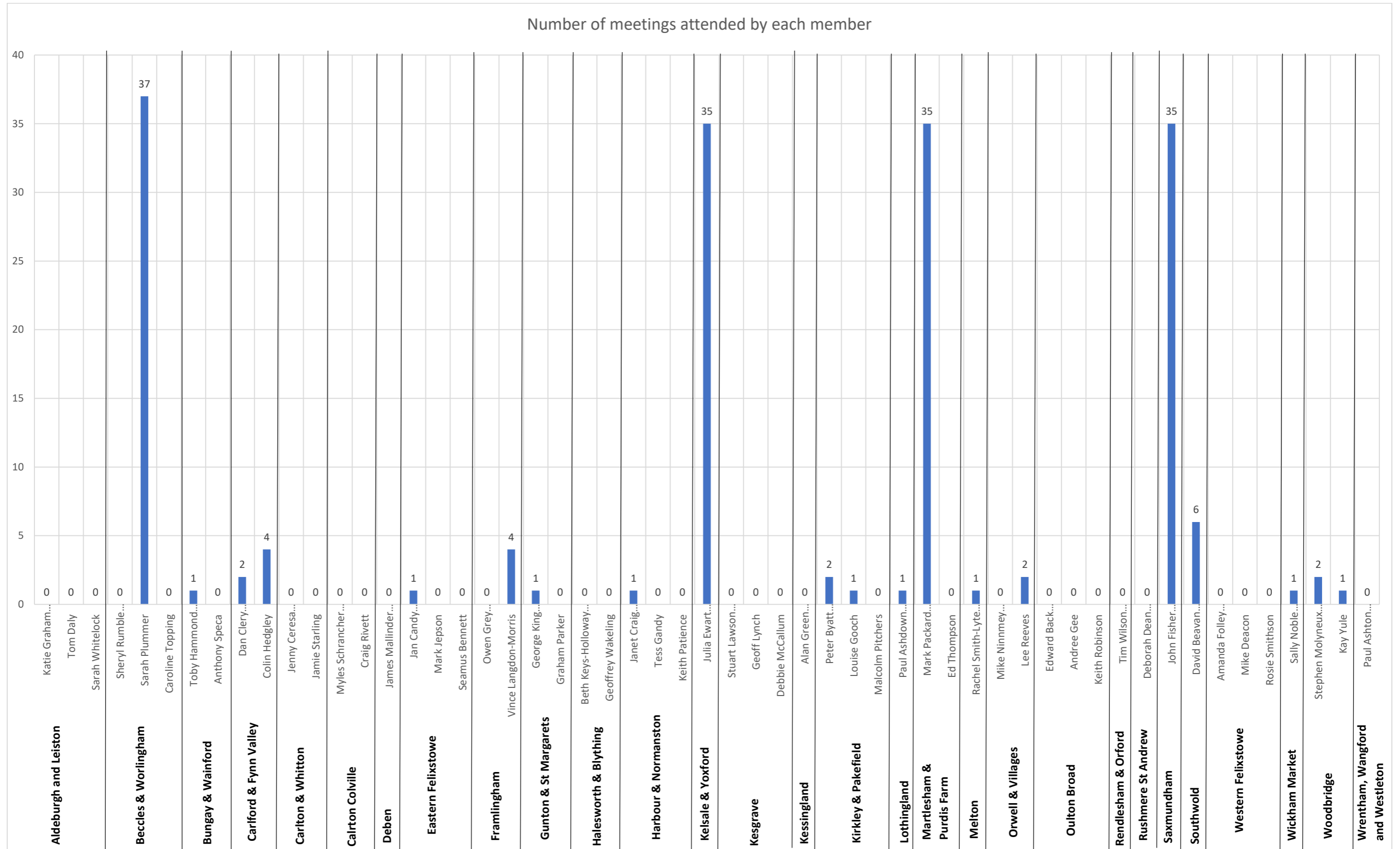
**Figure 1:** Pie Chart showing the proportion of Planning Referral Panel Meetings where the members other than the Planning Referral Panel Members attended .(Since May 23 elections)



**Figure 2:** Pie Chart showing the percentage of ward members who attended at least one Planning Referral Panel meeting or did not attend any Planning Referral Panels between 9 June 2023 and 31 March 2024 .(Since May 23 elections)

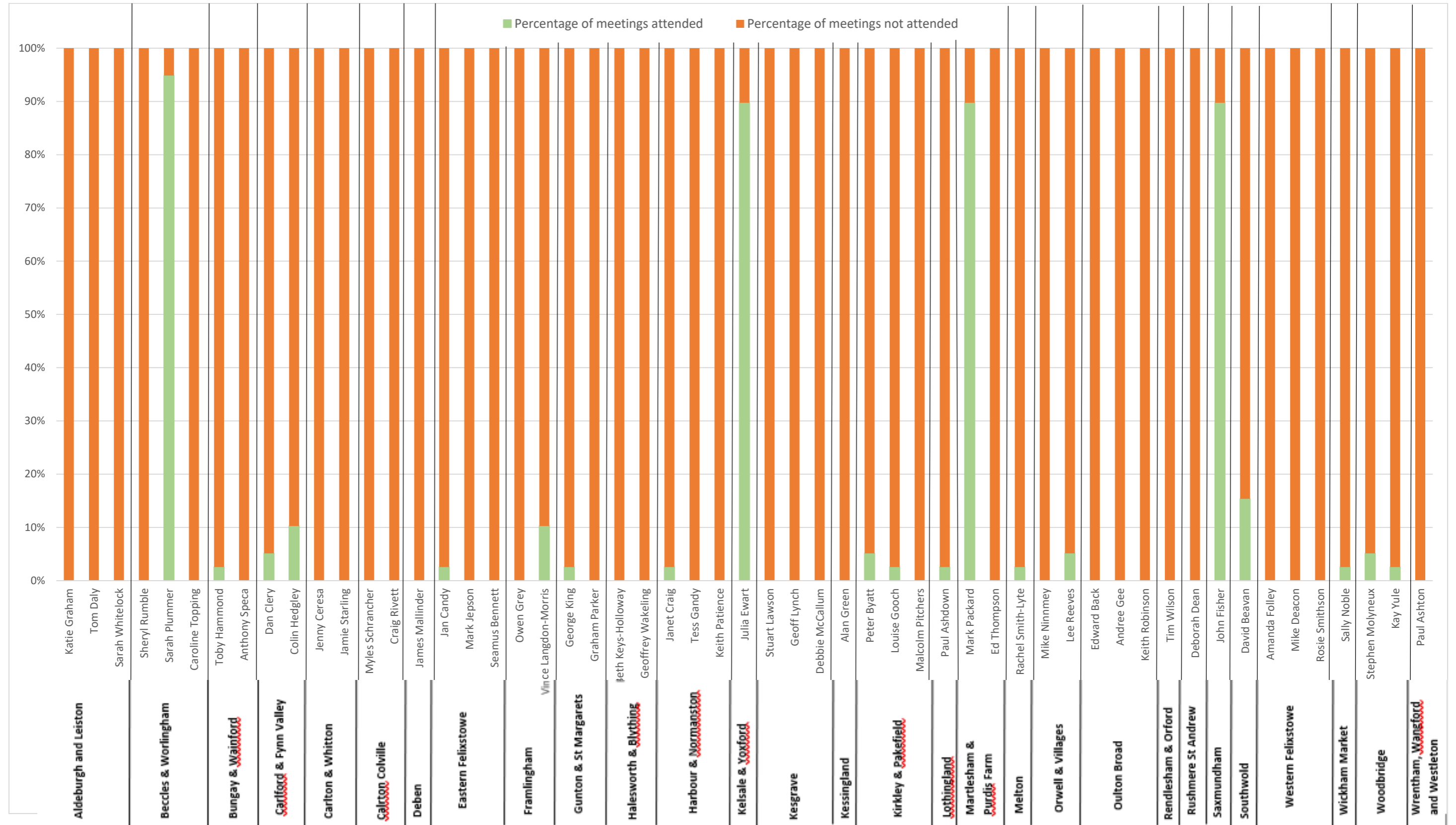


**Figure 3: Number of Planning Referral meetings each Ward Member attended between May 2023 and 31 March 2024 .(Since May 23 elections)**

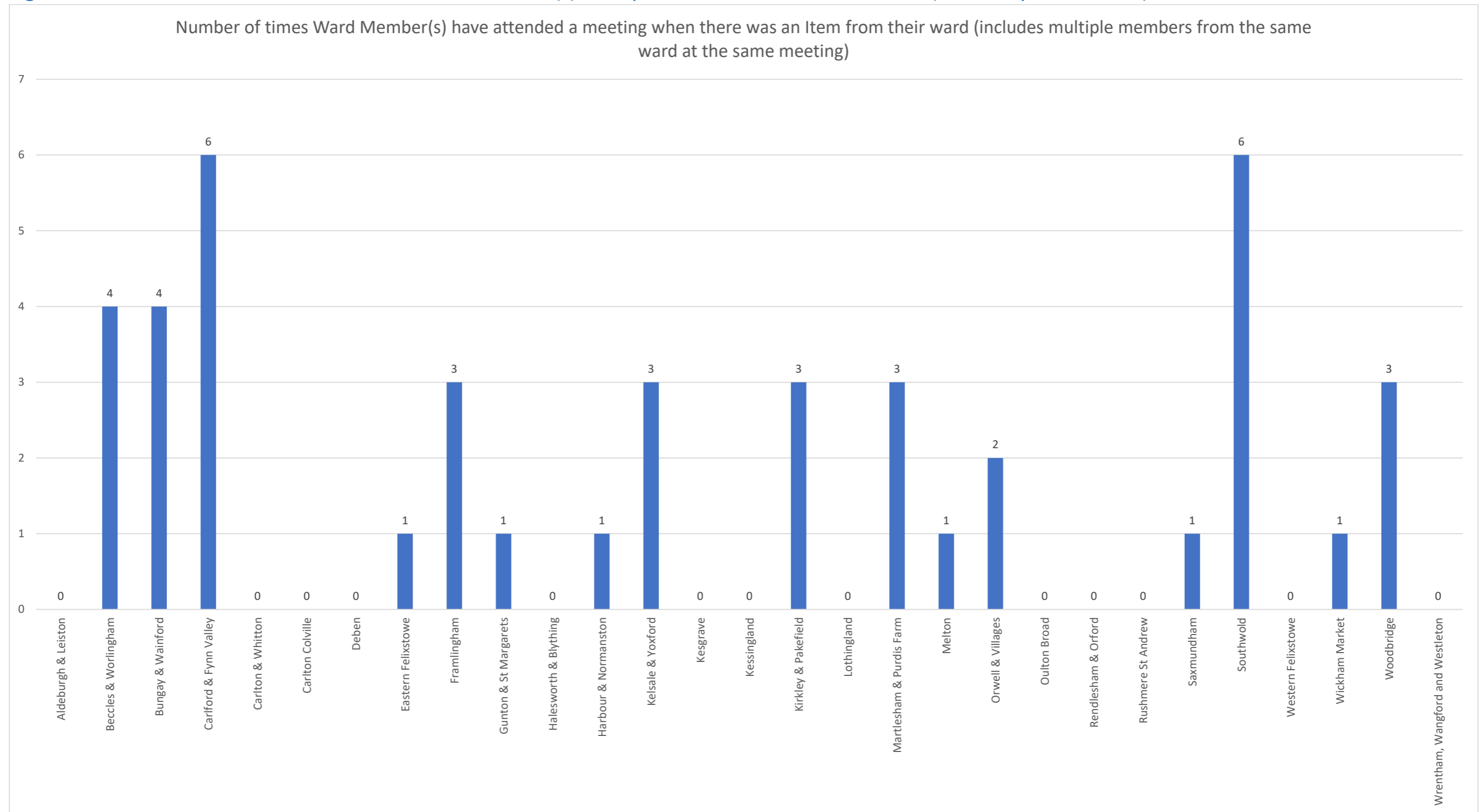




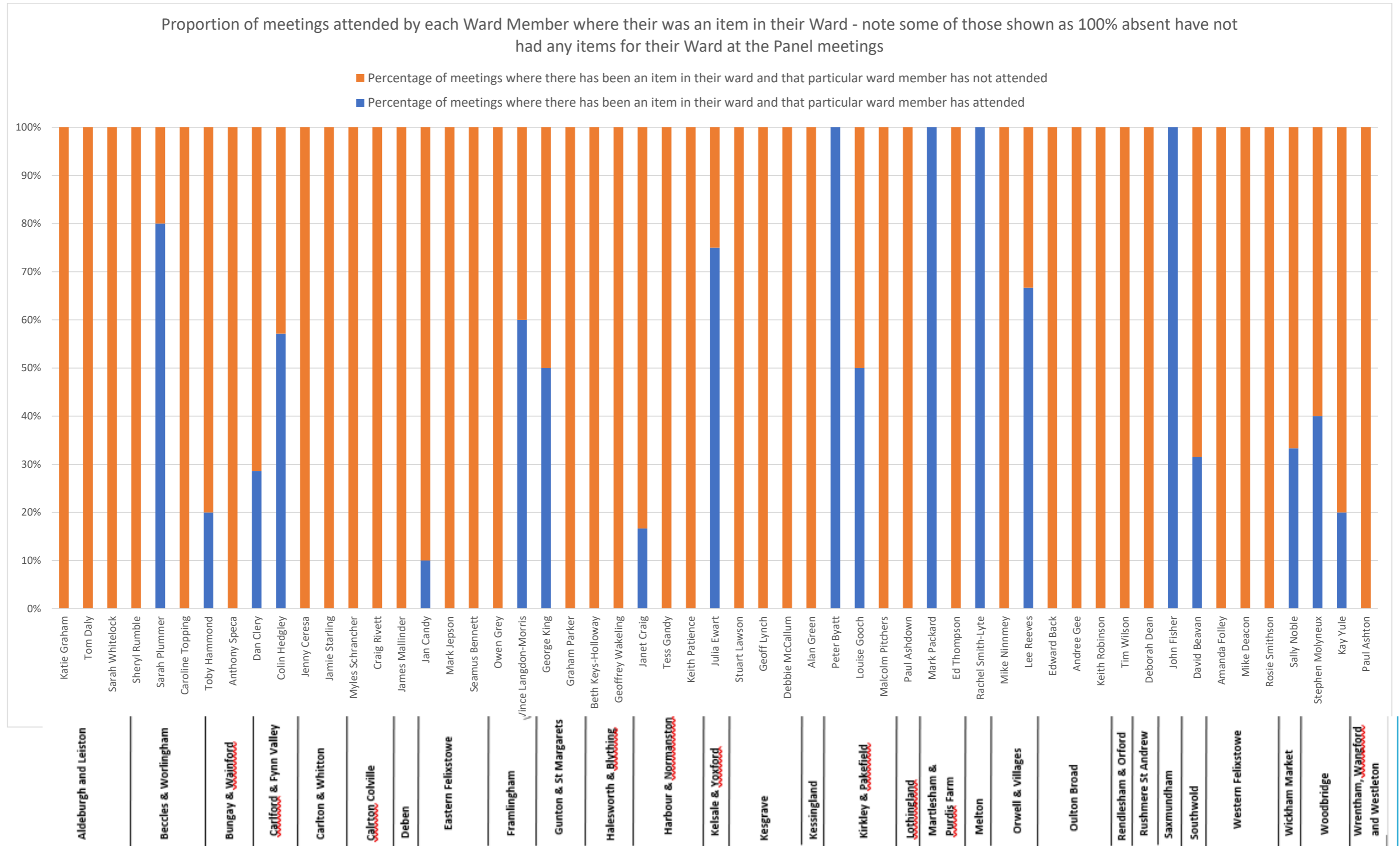
**Figure 4: Percentage of Planning Referral Panel Meetings attended by each member between May 2023 and 31 March 2024 (Since May 23 elections)**



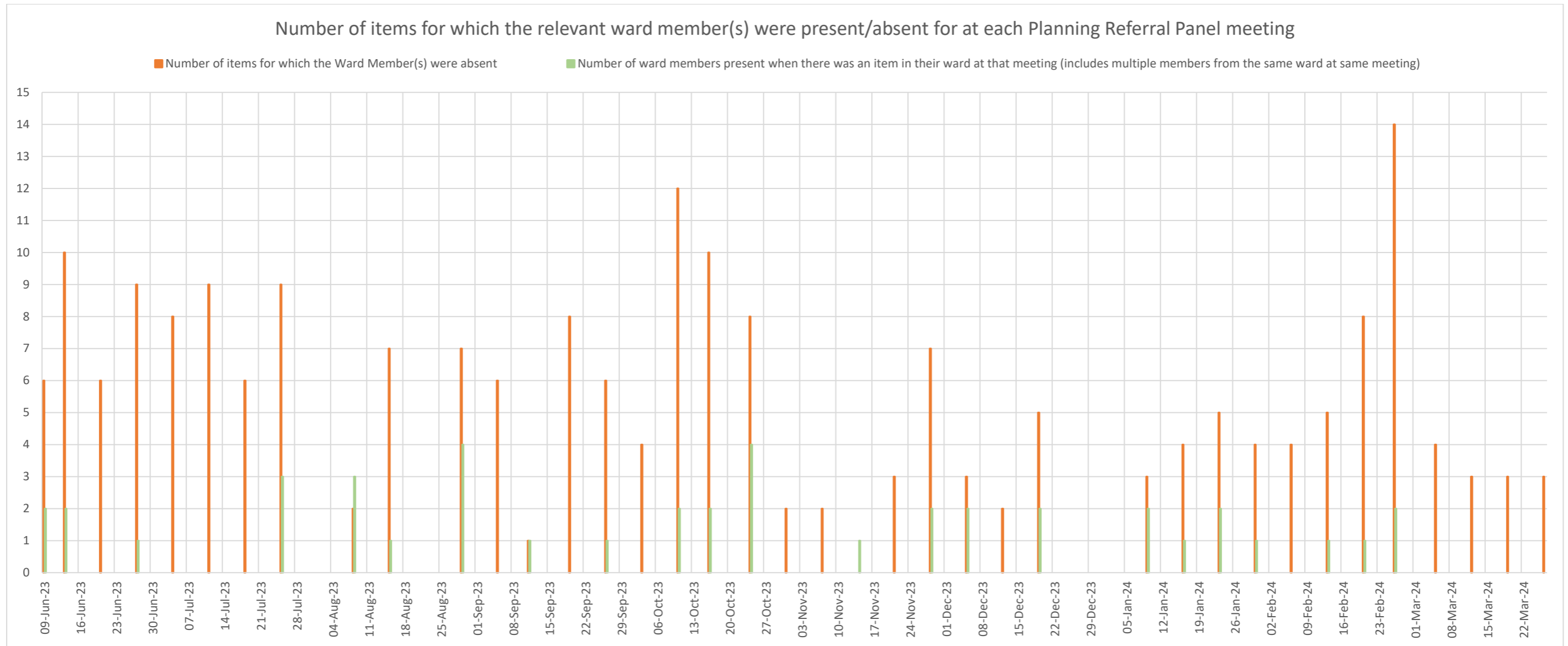
**Figure 5: Number of times where the relevant ward member(s) were present for an item in their ward (Since May 23 elections)**



**Figure 6: Proportion of meetings attended by each Ward Member where there was an item in their Ward (Since May 23 elections)**



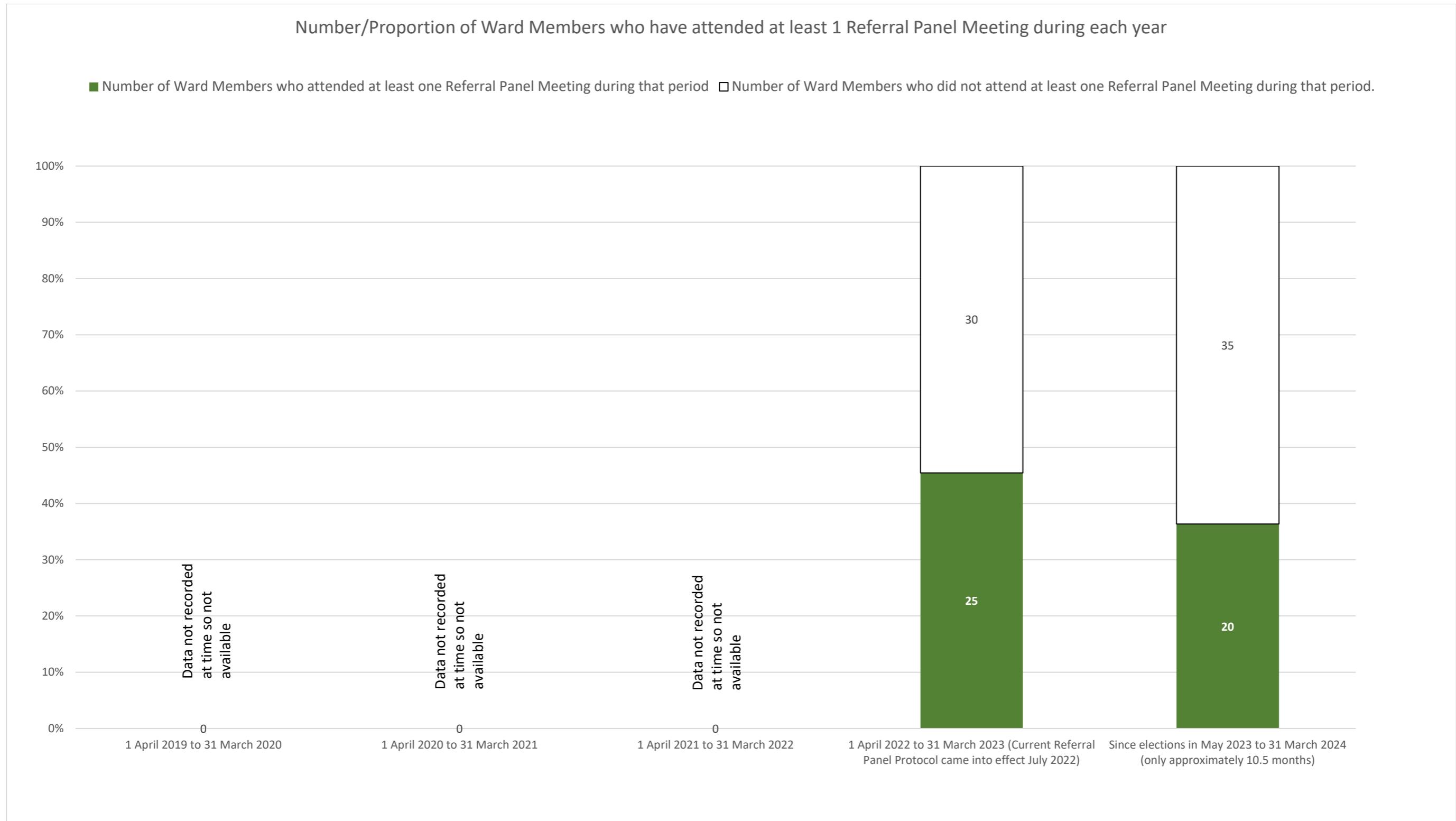
**Figure 7: The Number of Items per Referral Panel meeting where the relevant ward member(s) were present at the meeting, shown by meeting (Since May 23 elections)**



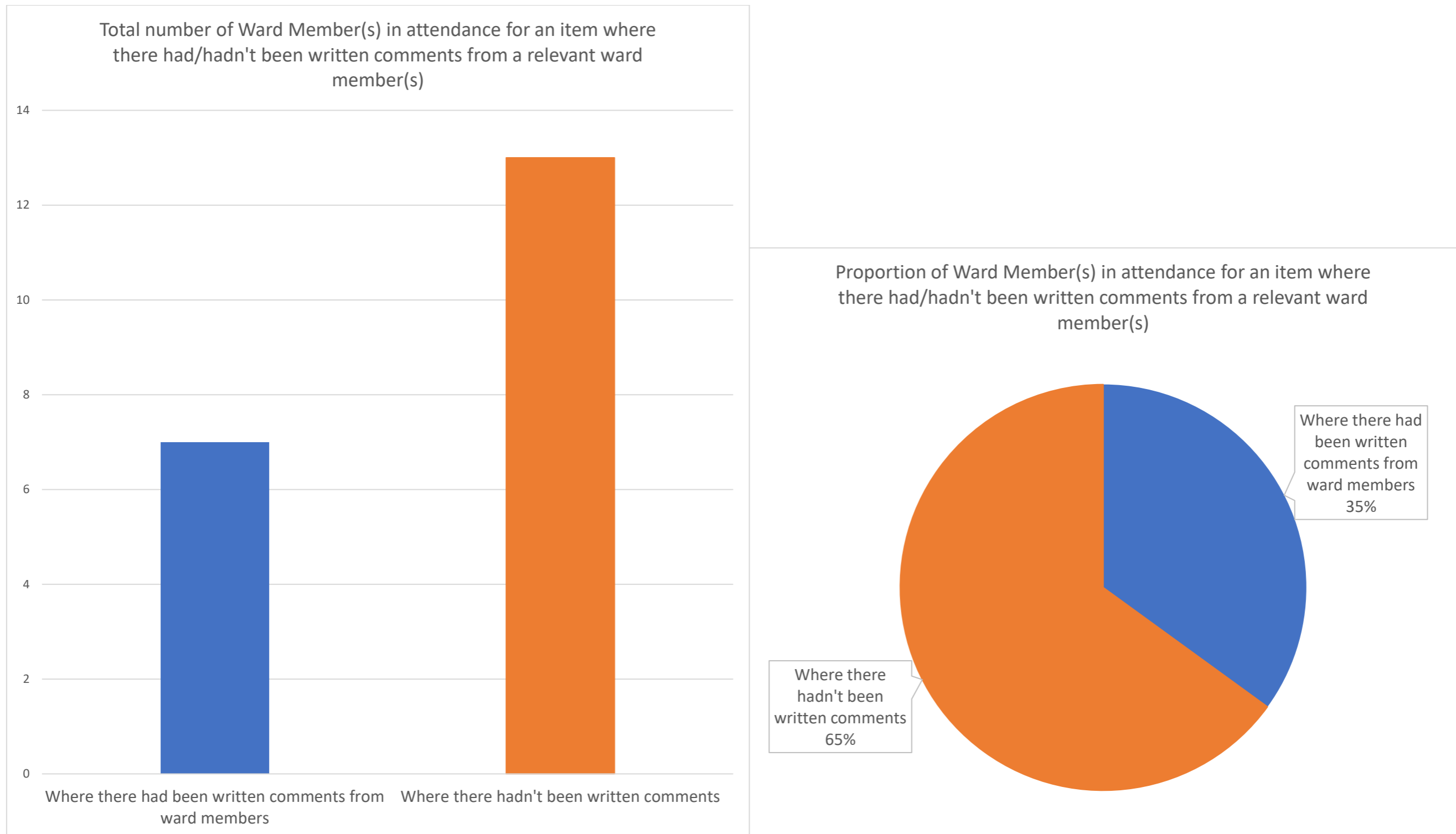
**Figure 8: The Number of members at each meeting (Since May 23 elections)**



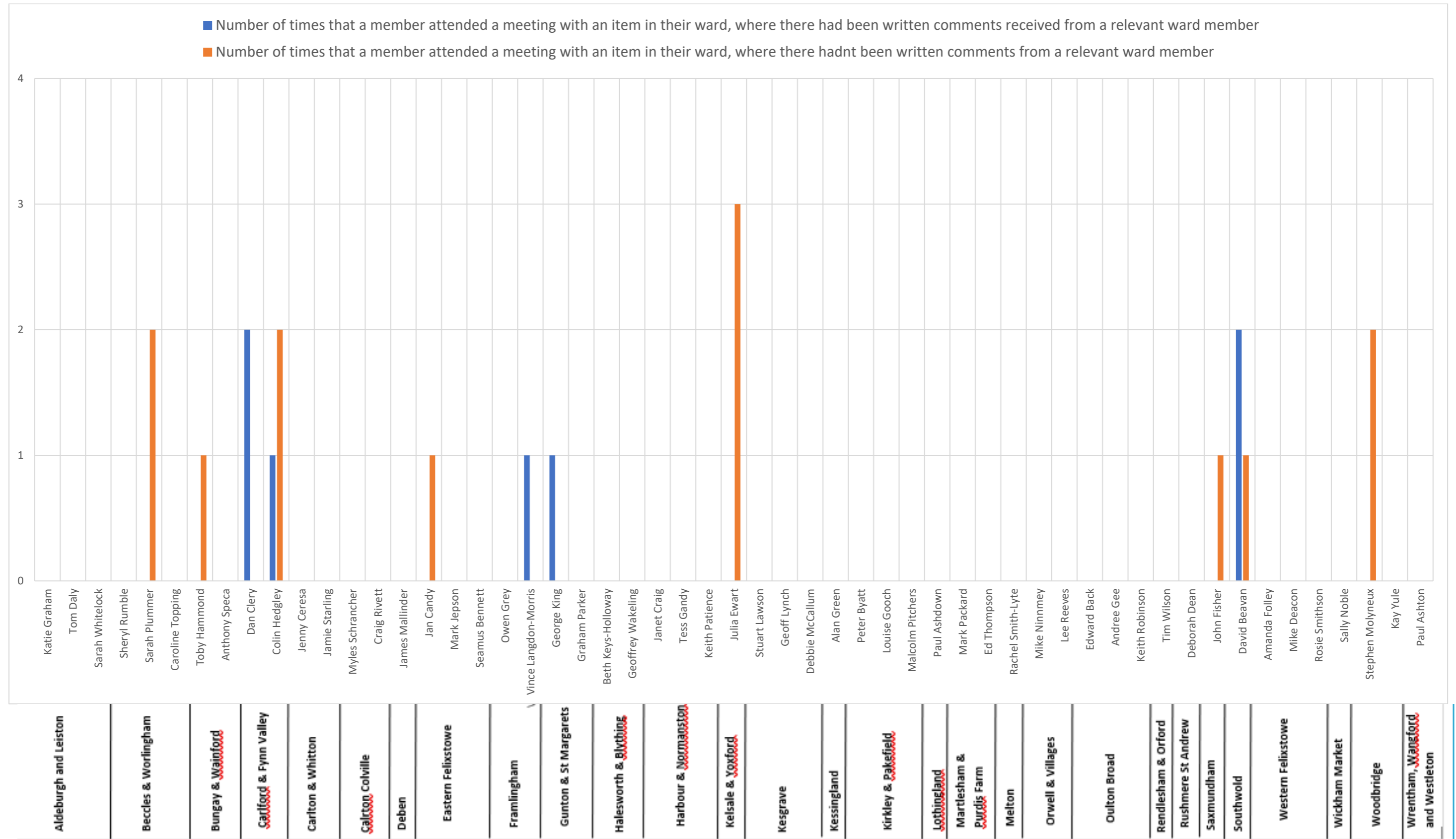
**Figure 9: The Number/Proportion of Ward Members who have attended at least 1 Referral Panel Meeting during each year since the Referral Panel was introduced (i.e. Since April 2019)**



**Figure 10:** Number of Ward Members who have attended a meeting where there was an item in their ward, and there had/hadn't been written comments submitted by a relevant ward Member (Since May 23 elections)



**Figure 11:** The number of times each member has attended a Referral Panel Meeting where they/other members of their ward had or hadn't submitted written comments on the application (Since May 23 elections)





## Appendix Q: The Planning Committee Procedures as set out in the East Suffolk Council Constitution

**Figure 1: Overview of Committee Procedures as published in the East Suffolk Council Constitution**

**6 COMMITTEE PROCEDURES**

6.1 The Planning Committee papers will be available, in accordance with the Access to Information Act provisions, at least five clear working days prior to the meeting.

6.2 All applications presented to the Planning Committee for determination will have a full written report from Officers, including the substance of objections, and the views of those who have been consulted on the proposal, a clear explanation of the relevant Development Plan policies or legislation, site related history, any other material planning considerations or relevant information, a reasoned consideration of the proposal and a clear recommendation.

6.3 Any material information which is received after the written report has been prepared but more than 24 hours before the start of the Planning Committee meeting will be presented orally by Officers. Information received within 24 hours of the start of the meeting will only be presented where it is brief and can be readily conveyed to the Committee.

6.4 The Head of Planning and Coastal Management will have the discretion to withdraw any item from the agenda of the Planning Committee subsequent to the preparation of the report, but prior to a discussion by the Planning Committee if the circumstance of the application has changed within that period.

6.5 Where an application is determined in accordance with an Officers' report the decision will be as set out in that report subject to any amendments which Officers or Members may put forward at the meeting.

6.6 Where the Planning Committee disagrees with the Officers' professional advice, the reasons for rejecting a report's recommendation will be clearly stated at the meeting and recorded in the minutes. Members need to be sure that when they do not follow Officers' professional advice, their decisions are based on sound planning reasons. Members shall be aware that they may be required themselves to justify their decision at appeal.

6.7 The Council considers that there are benefits in allowing public speaking at Planning Committee meetings. A summary of the adopted practice is set out in Appendix C.

6.8 Where a planning obligation is required in respect of a development proposal, the Officers' report to the Planning Committee will set out the reasons for this and

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indicate any principal terms that the obligation might contain. If the Planning Committee requires additional or amended obligations they shall be clearly specified by the Planning Committee and in all cases the detail will also be recorded in the minutes of the meeting.

6.9 A register is kept of planning obligations entered into and an annual report will be made to the Strategic Planning Committee summarising progress in the receipt and use of financial sums or development in kind received in accordance with a planning obligation.

**APPENDIX C**

**PUBLIC SPEAKING PROCEDURES FOR PLANNING COMMITTEE MEETINGS**

Subject to the procedure detailed below, there is a right to speak for, or against, any applications for rights of way, planning permission or similar applications (e.g. Listed Building). There is no right to speak on enforcement issues, which appear on the agenda of the Planning Committee.

**PROCEDURE WHEN AN ITEM IS SCHEDULED TO BE REPORTED TO A PLANNING COMMITTEE**

Progress on applications can be monitored online by visiting the Council's website – [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk). This will indicate if the application is going to be considered by the Planning Committee and, if so, when. The following would normally be permitted to speak:

- representative of Town / Parish Council or Parish Meeting;
- applicant or representative;
- objector;
- relevant ward Members

The intention is that only one person would speak from each of the above parties.

**PROCEDURES AT PLANNING COMMITTEE MEETINGS**

Interested parties who wish to speak will be able to register to do so, using an online form. Registration may take place on the day that the reports for the scheduled meeting are published on the Council's website, until 5.00pm on the day prior to the scheduled meeting. A link to the online form will be included on each published agenda.

[Online registration form to speak at Planning Committees.](#)

**ORDER OF SPEAKING**

The order of debate will be as follows:

1. Introduction by Planning Officer or relevant Officer for rights of way applications;
2. Representations by objector (objecting to the recommendation);
3. Representations by relevant town or parish council (in exceptional circumstances the Chairman may allow more than one parish council to send a representative by prior agreement where a development proposal is of such magnitude that it affects several parishes);
4. Representations by applicant or representative;
5. Ward Member(s)
6. Planning Committee general debate.

**DURATION OF SPEAKING**

Speakers, other than Ward Members, will be given a maximum of three minutes to speak in presentation, with the Chairman having absolute discretion as to how many and in what form questions are allowed over and above the three-minute presentation. No speaker will be given a second opportunity to speak to ensure equality of representation. All questions should be based upon matters of fact only and channelled exclusively through the Chair. There will be no general debate, including those engaged in public speaking, given that the purpose of allowing public speaking is to make appropriate representations and to tease out matters of fact.

East Suffolk Council Constitution – Part B

**ILLUSTRATIVE MATERIAL**

If a speaker wishes to refer to illustrative material, which they wish to be displayed at the meeting, then this must be provided to the Officers 24 hours in advance of the meeting so that appropriate arrangements can be made for its display.

If the application is deferred until the next meeting for further information, negotiations or a site visit, either before or after public speaking, speakers will have the opportunity to present their views again.

There will be an Officer present at all meetings to ensure that procedures are properly followed.

**Figure 2: Illustration of how 'Planning Applications' can reach Planning Committee at East Suffolk Council**

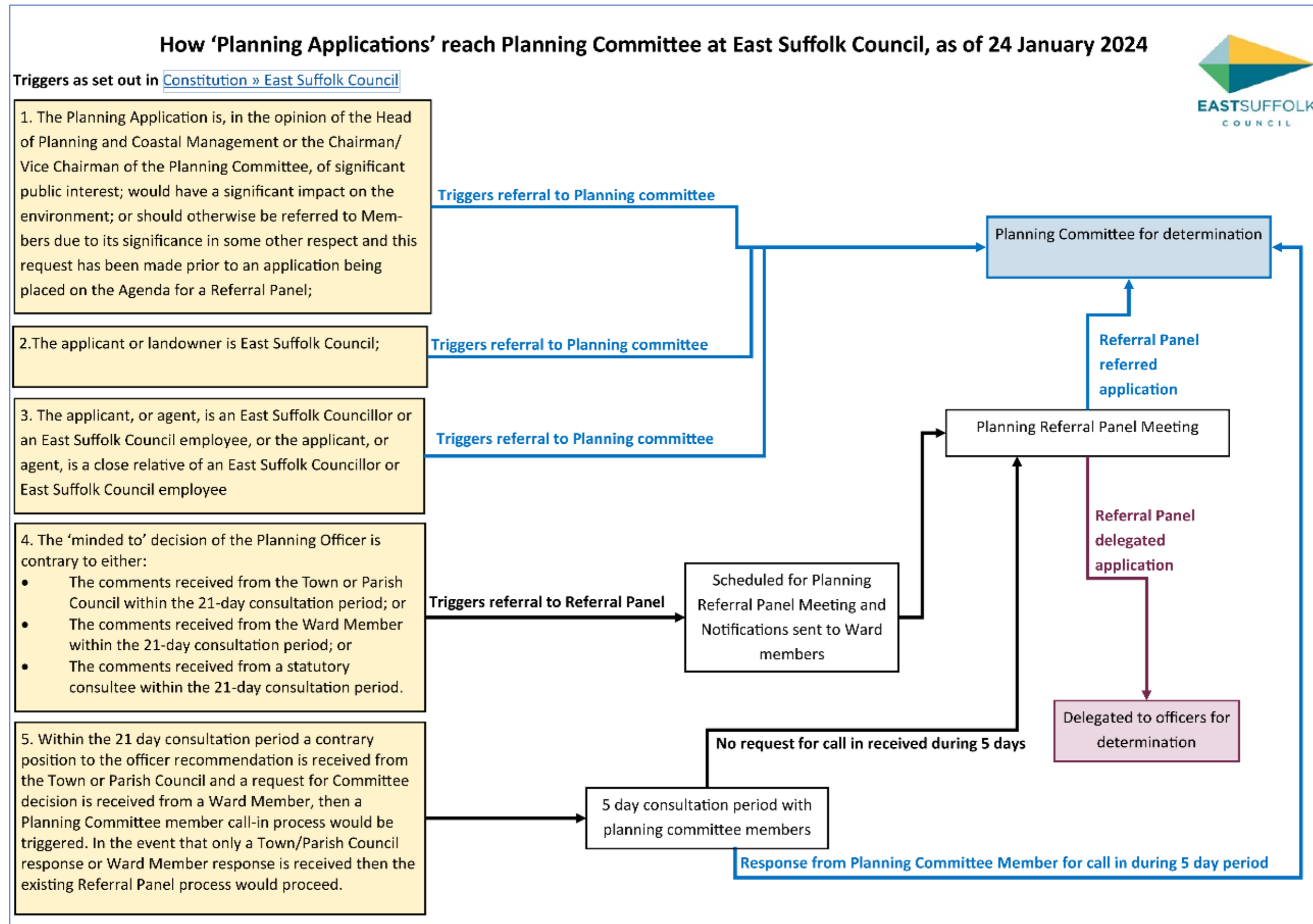


Figure 3: Public Speaking Procedures for Planning Committee Meetings as published in the East Suffolk Council Constitution

**APPENDIX C**

**PUBLIC SPEAKING PROCEDURES FOR PLANNING COMMITTEE MEETINGS**

Subject to the procedure detailed below, there is a right to speak for, or against, any applications for rights of way, planning permission or similar applications (e.g. Listed Building). There is no right to speak on enforcement issues, which appear on the agenda of the Planning Committee.

**PROCEDURE WHEN AN ITEM IS SCHEDULED TO BE REPORTED TO A PLANNING COMMITTEE**

Progress on applications can be monitored online by visiting the Council's website – [www.eastsuffolk.gov.uk](http://www.eastsuffolk.gov.uk). This will indicate if the application is going to be considered by the Planning Committee and, if so, when. The following would normally be permitted to speak:

- representative of Town / Parish Council or Parish Meeting;
- applicant or representative;
- objector;
- relevant ward Members

The intention is that only one person would speak from each of the above parties.

**PROCEDURES AT PLANNING COMMITTEE MEETINGS**

Interested parties who wish to speak will be able to register to do so, using an online form. Registration may take place on the day that the reports for the scheduled meeting are published on the Council's website, until 5.00pm on the day prior to the scheduled meeting. A link to the online form will be included on each published agenda. [Online registration form to speak at Planning Committees.](#)

**ORDER OF SPEAKING**

The order of debate will be as follows:

1. Introduction by Planning Officer or relevant Officer for rights of way applications;
2. Representations by objector (objecting to the recommendation);
3. Representations by relevant town or parish council (in exceptional circumstances the Chairman may allow more than one parish council to send a representative by prior agreement where a development proposal is of such magnitude that it affects several parishes);
4. Representations by applicant or representative;
5. Ward Member(s)
6. Planning Committee general debate.

**DURATION OF SPEAKING**

Speakers, other than Ward Members, will be given a maximum of three minutes to speak in presentation, with the Chairman having absolute discretion as to how many and in what form questions are allowed over and above the three-minute presentation. No speaker will be given a second opportunity to speak to ensure equality of representation. All questions should be based upon matters of fact only and channelled exclusively through the Chair. There will be no general debate, including those engaged in public speaking, given that the

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purpose of allowing public speaking is to make appropriate representations and to tease out matters of fact.

**ILLUSTRATIVE MATERIAL**

If a speaker wishes to refer to illustrative material, which they wish to be displayed at the meeting, then this must be provided to the Officers 24 hours in advance of the meeting so that appropriate arrangements can be made for its display.

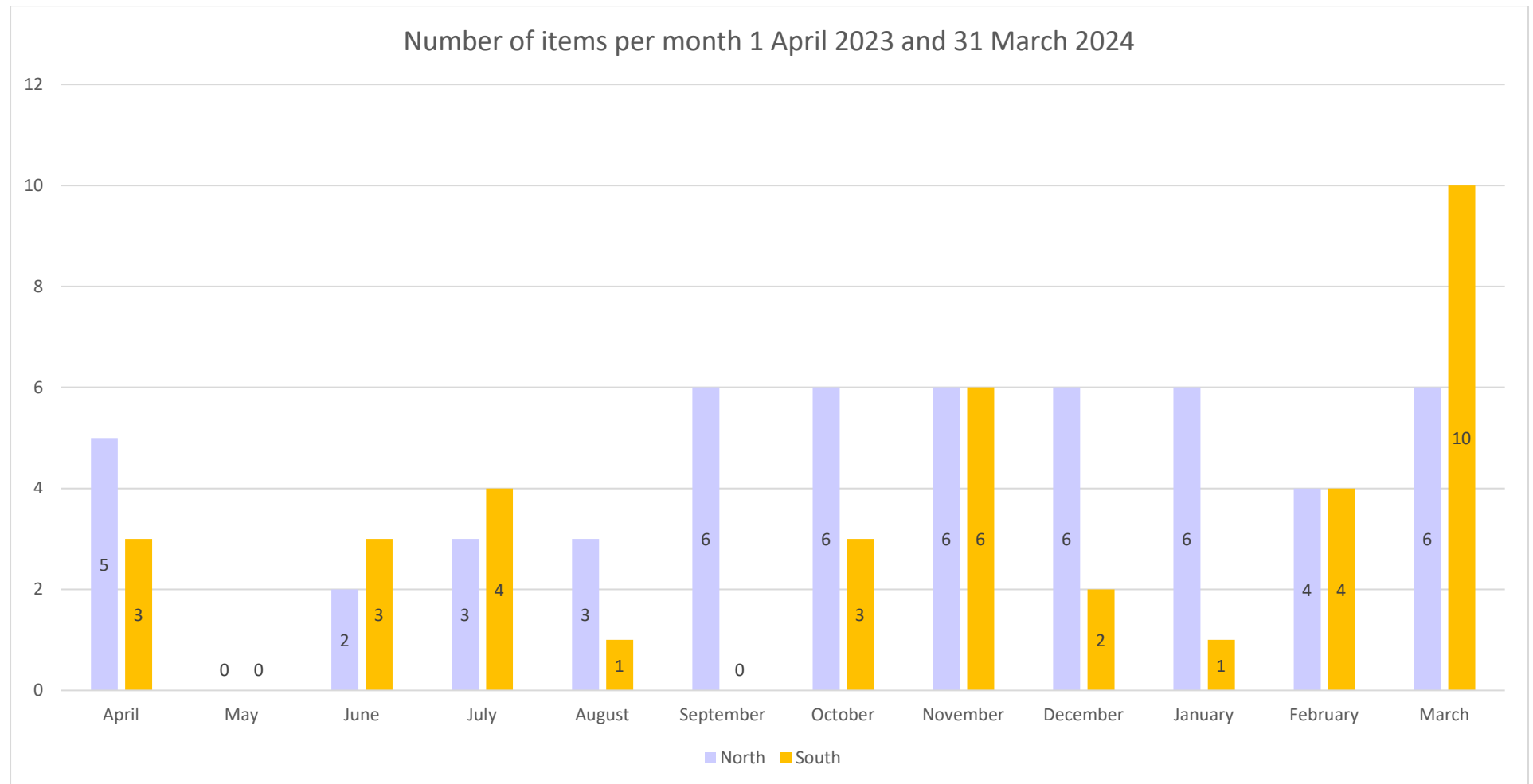
If the application is deferred until the next meeting for further information, negotiations or a site visit, either before or after public speaking, speakers will have the opportunity to present their views again.

There will be an Officer present at all meetings to ensure that procedures are properly followed.

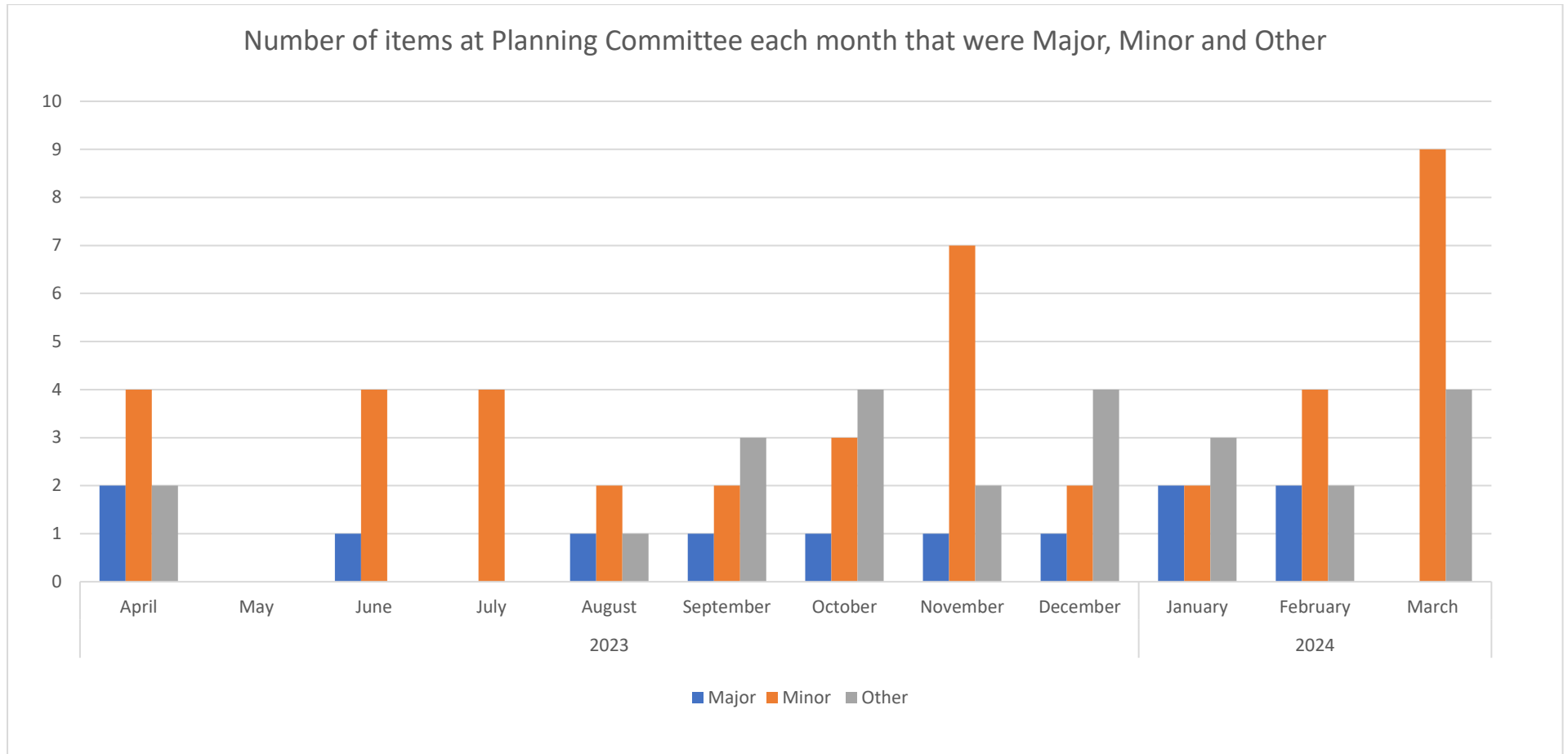
Appendix R: The number and scale of Planning Applications at Planning Committee between 1 April 2023 and 31 March 2024



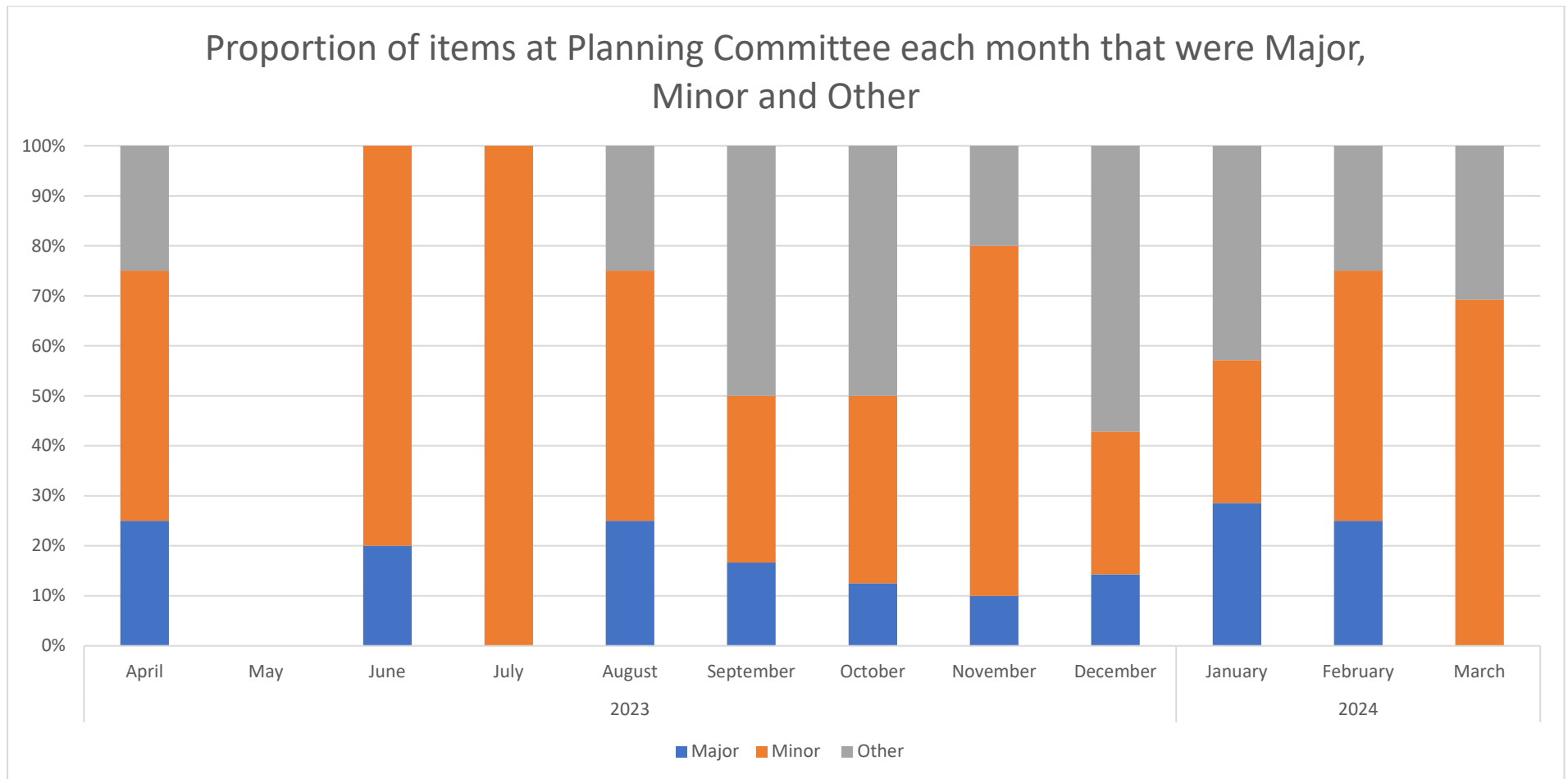
**Figure 1:** The number of items at Planning Committee each Month between 1 April 2023 and 31 March 2024



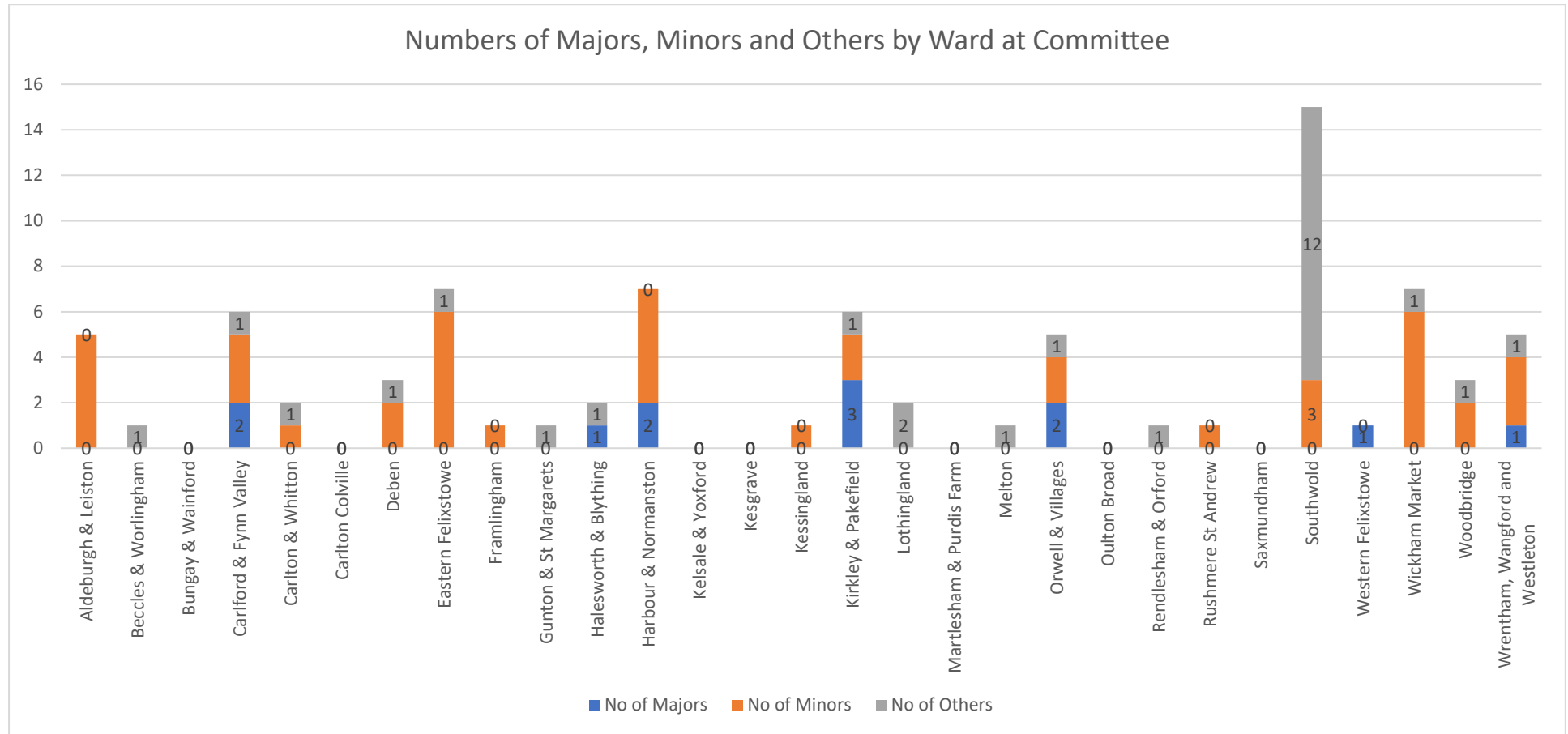
**Figure 2:** Number of items at Planning Committee each Month that were Major, Minor and Other, between 1 April 2023 and 31 March 2024



**Figure 3:** Proportion of items at Planning Committee each Month that were Major, Minor and Other, between 1 April 2023 and 31 March 2024

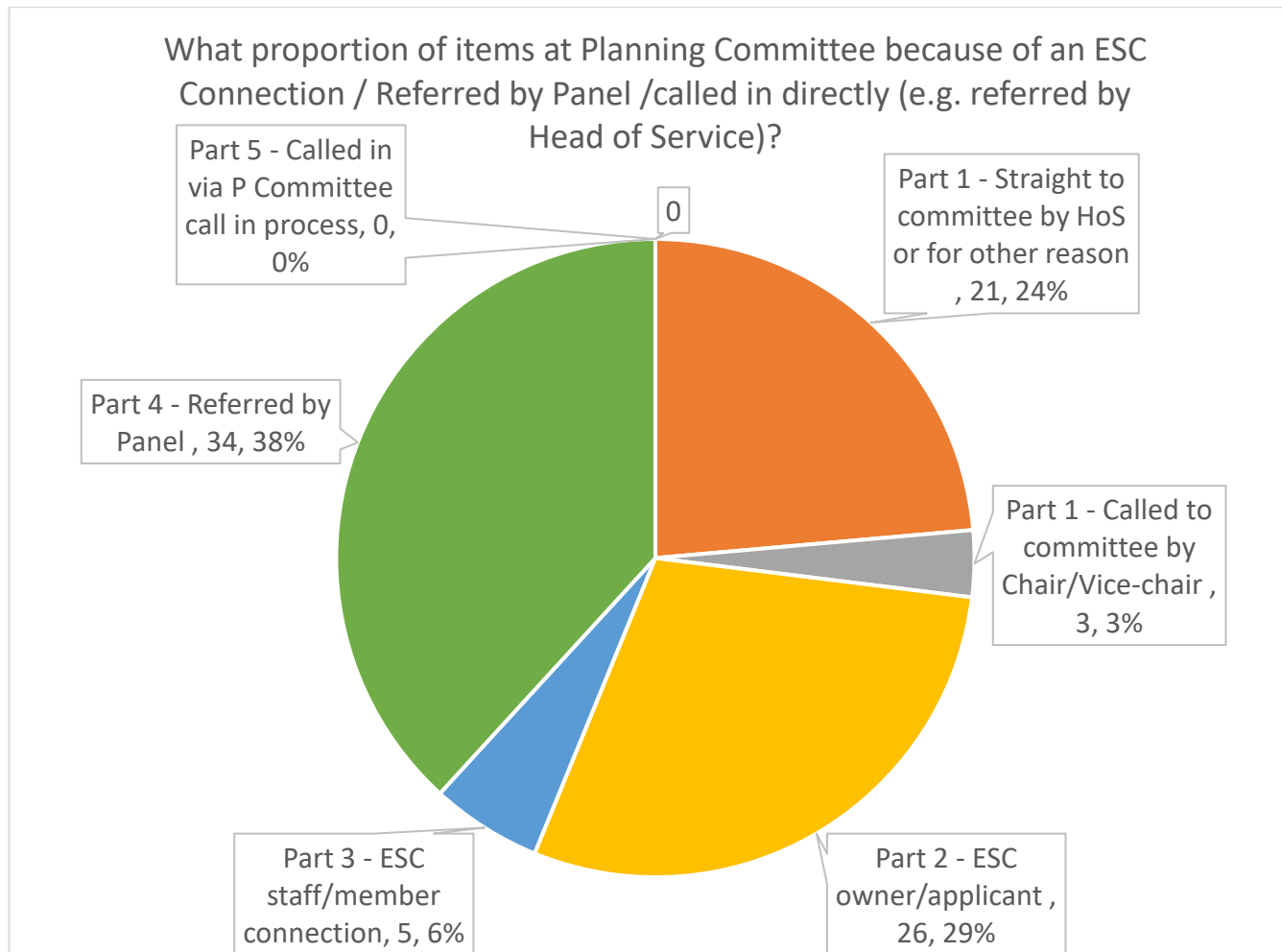


**Figure 4:** Number of items at Planning Committee that were Major, Minor and Other, between 1 April 2023 and 31 March 2024, shown by Ward.



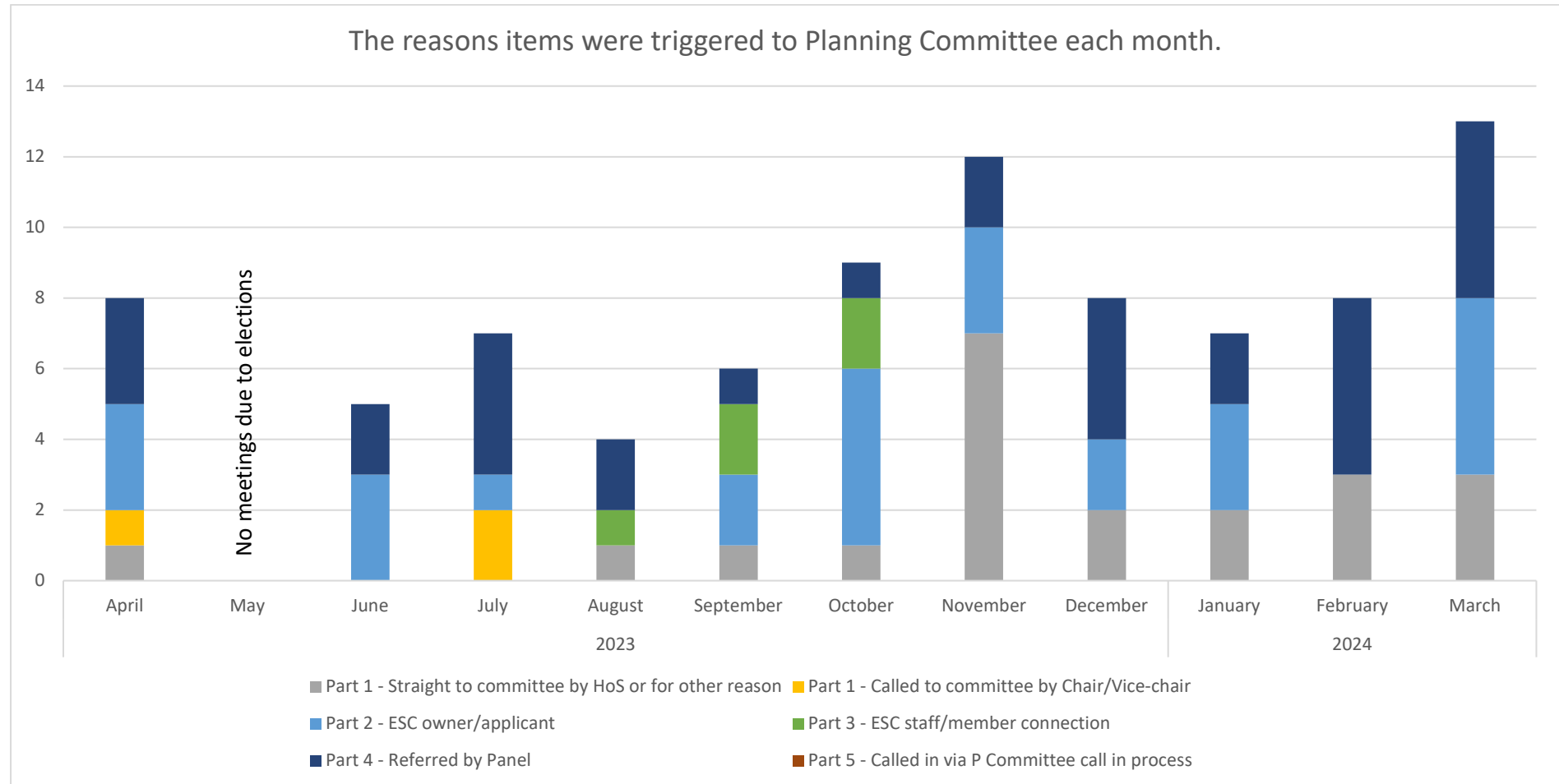
## Appendix S: The reasons items were at Planning Committee between 1 April 2023 and 31 March 2024

**Figure 1:** Pie chart showing the proportion of items at Planning Committee for each reason between 1 April 2023 and 31 March 2024

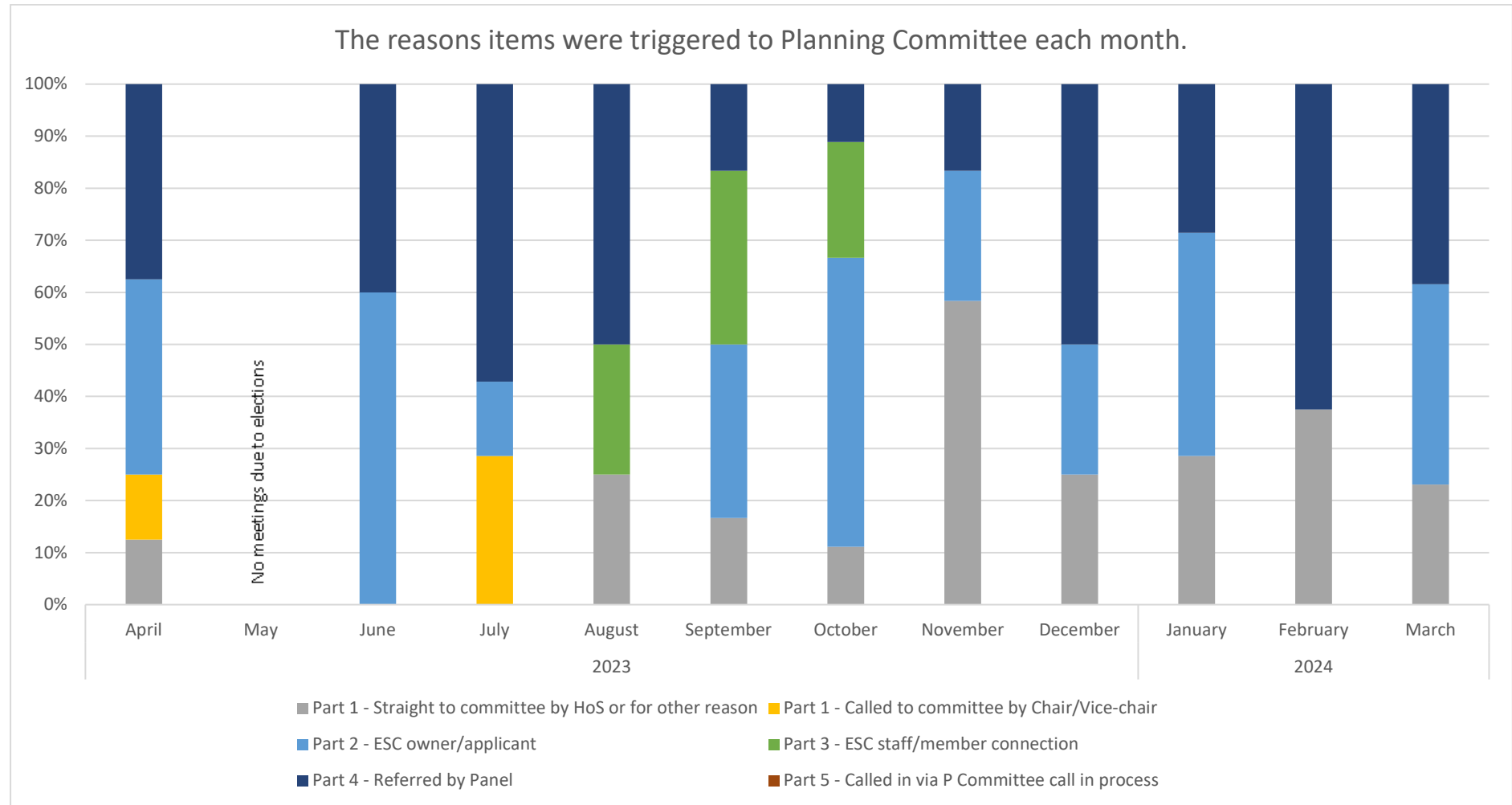


*Note: Part 5 – Planning Committee Call in Process has only been in place since 24 January 2024*

**Figure 2:** The reasons items were at Planning Committee (i.e. because of an ESC connection, Referral by the Planning Referral Panel or called in by the Committee Chair/Vice Chair or Head of Service) each month between 1 April 2023 and 31 March 2024, shown by number of items.

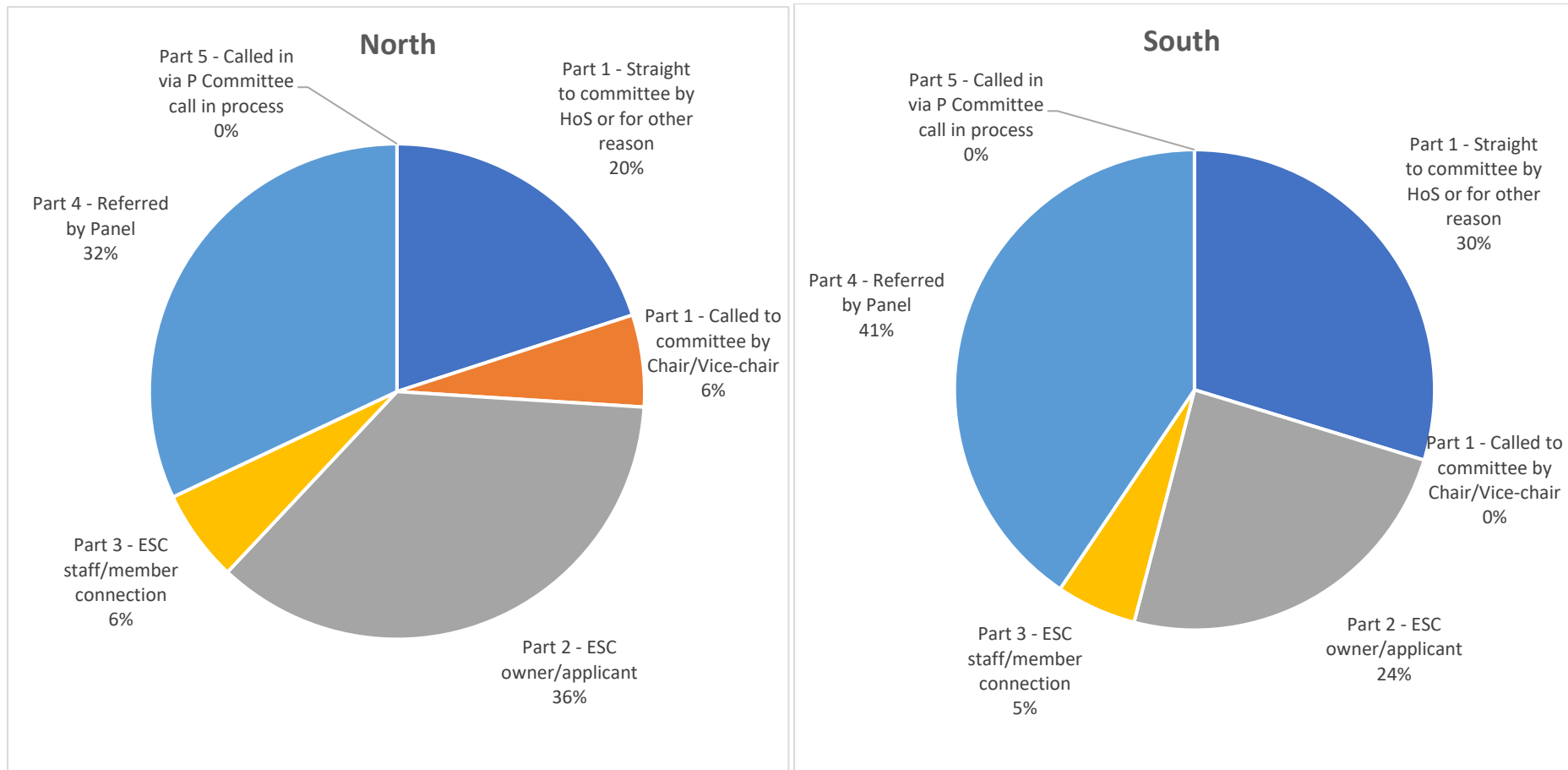


**Figure 3:** The reasons items were at Planning Committee (i.e. because of an ESC connection, Referral by the Planning Referral Panel or called in by the Committee Chair/Vice Chair or Head of Service) each month between 1 April 2023 and 31 March 2024, shown as proportions.

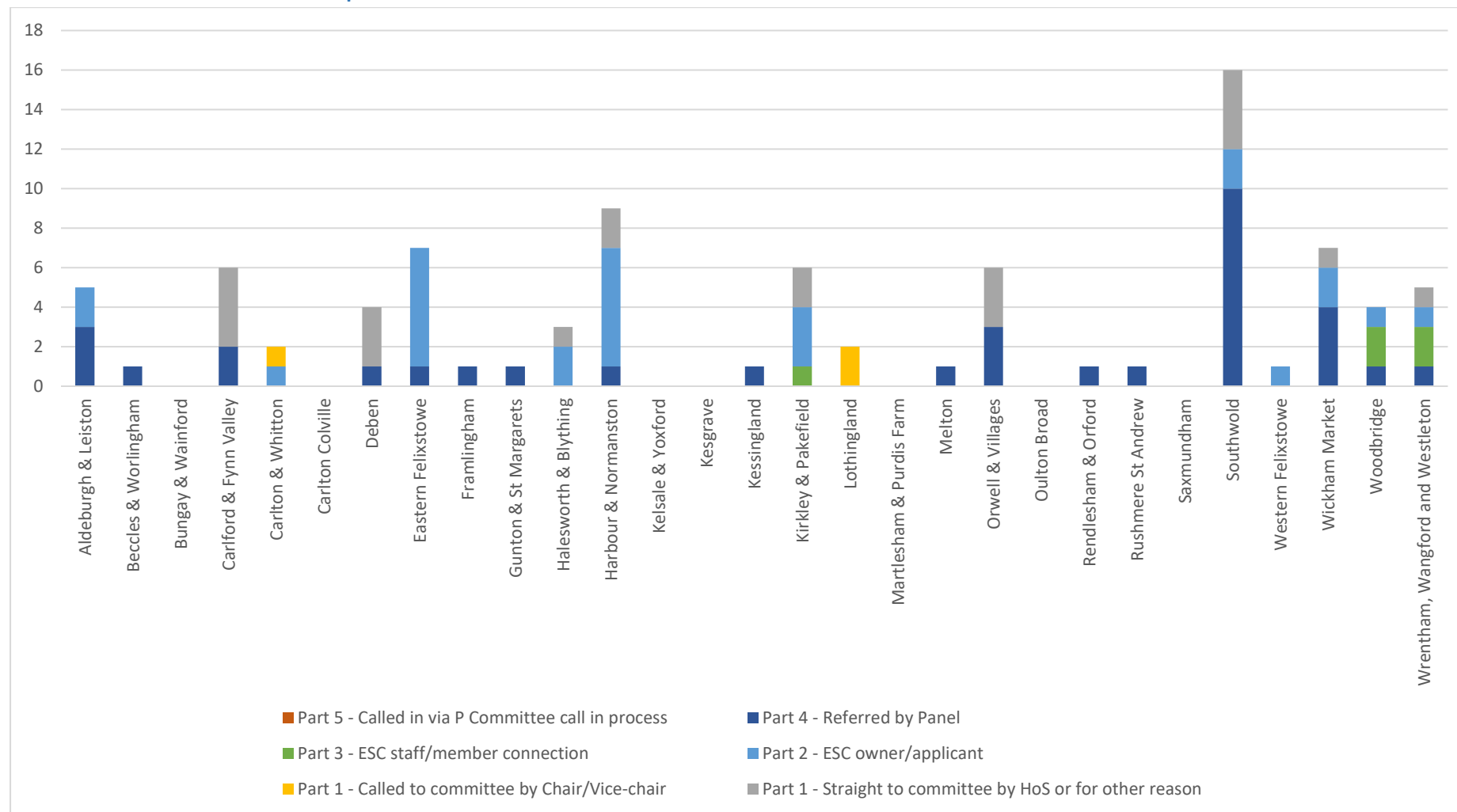




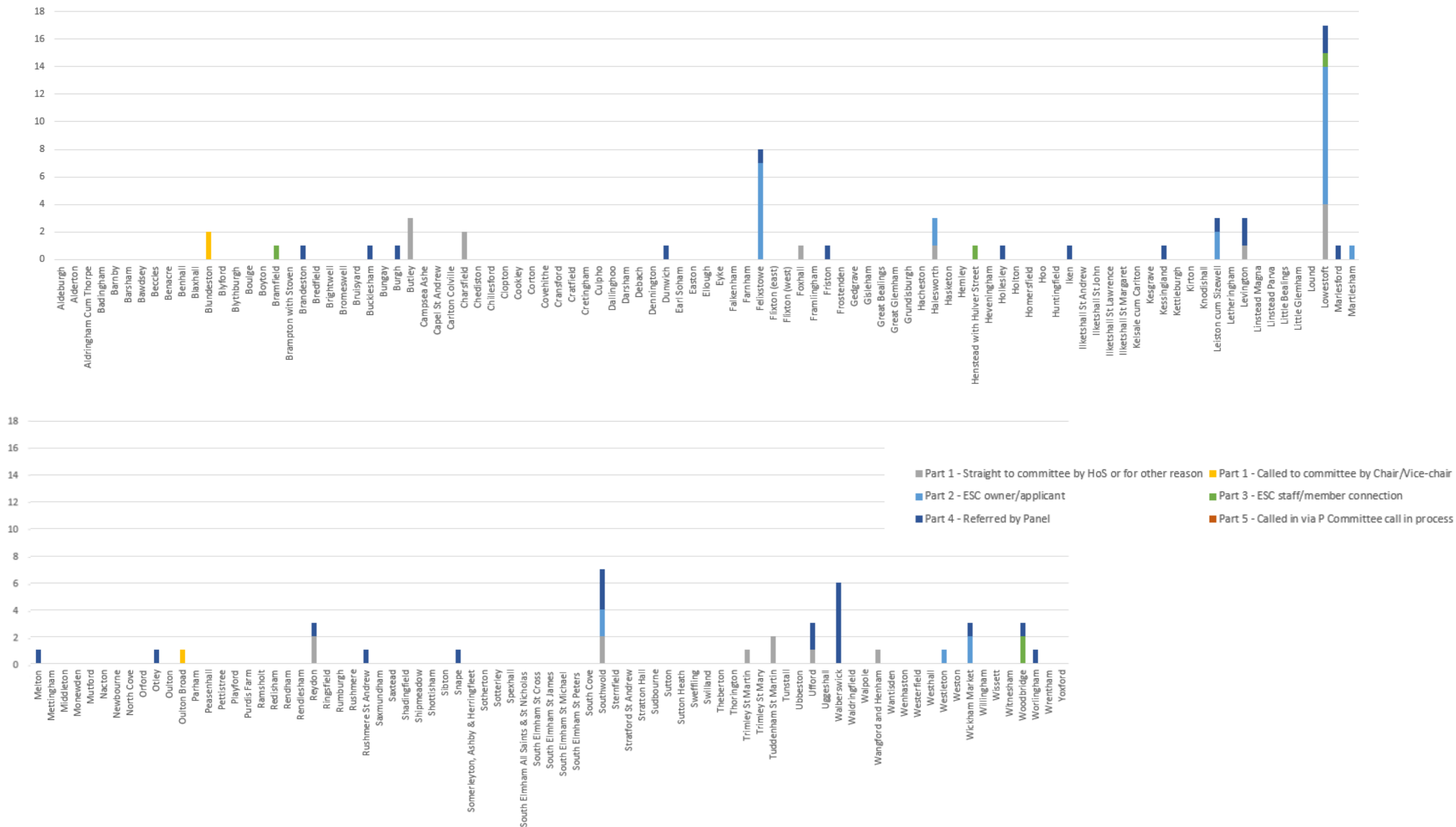
**Figure 4:** The proportion of items at Planning committee by North/South Committee Area for each reason between 1 April 2023 and 31 March 2024



**Figure 5: The number of items at Planning committee by Ward with the reasons they were at Planning Committee between 1 April 2023 and 31 March 2024**



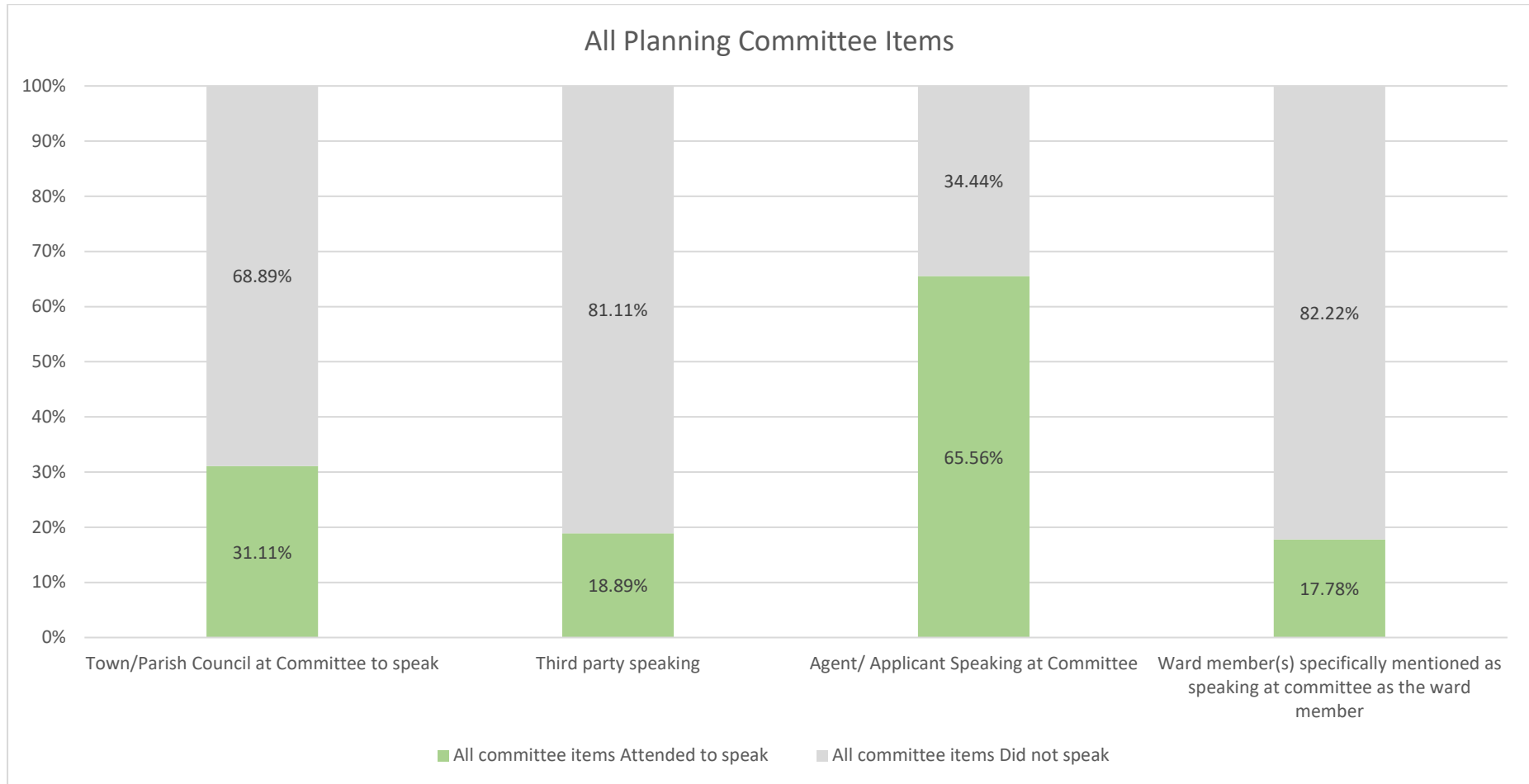
**Figure 6:** The number of items at Planning committee by Parish with the reasons they could be at Planning Committee for the period between 1 April 2023 and 31 March 2024.



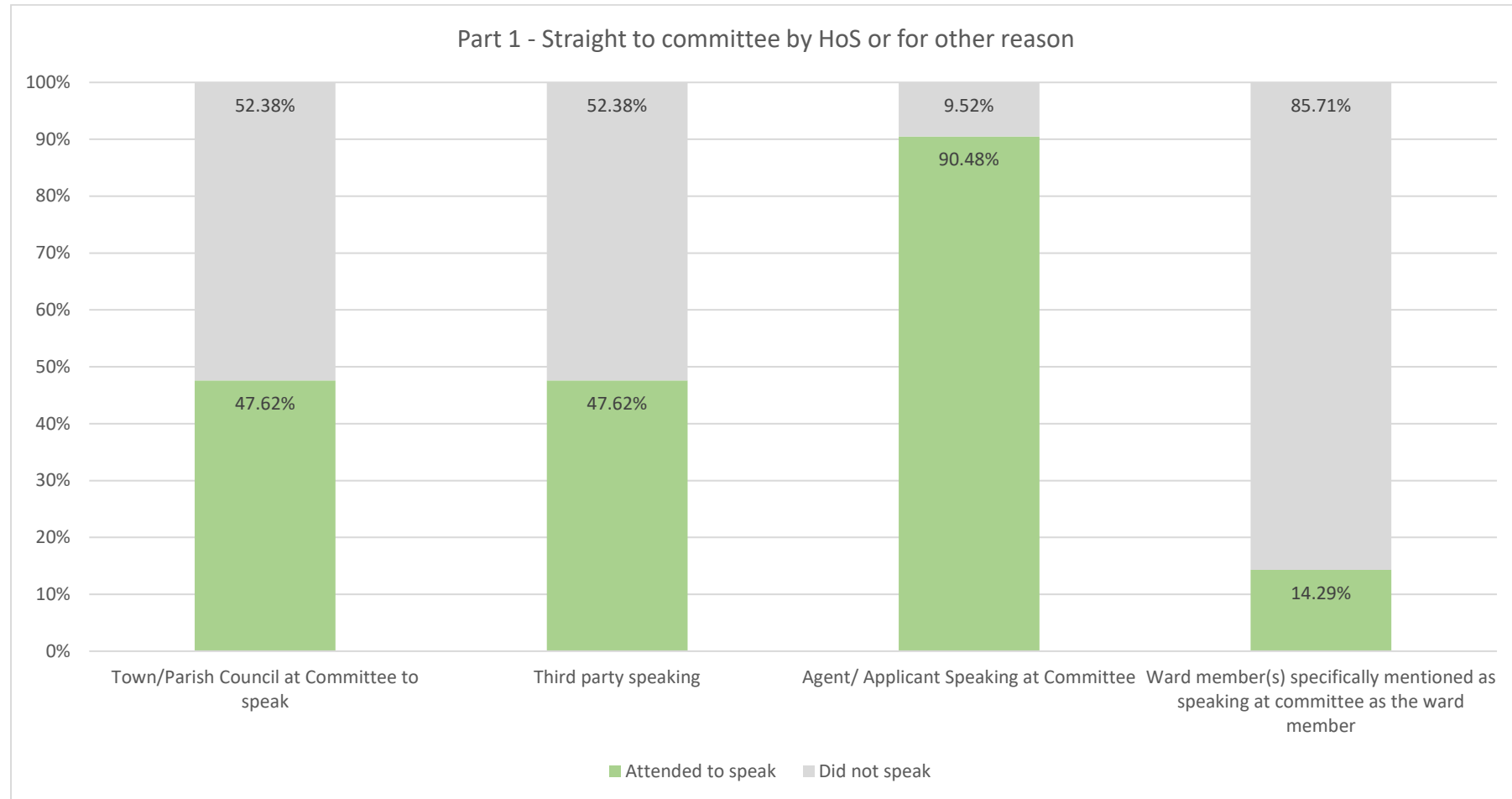


## Appendix T: Attendance / Public Speaking at Planning Committee

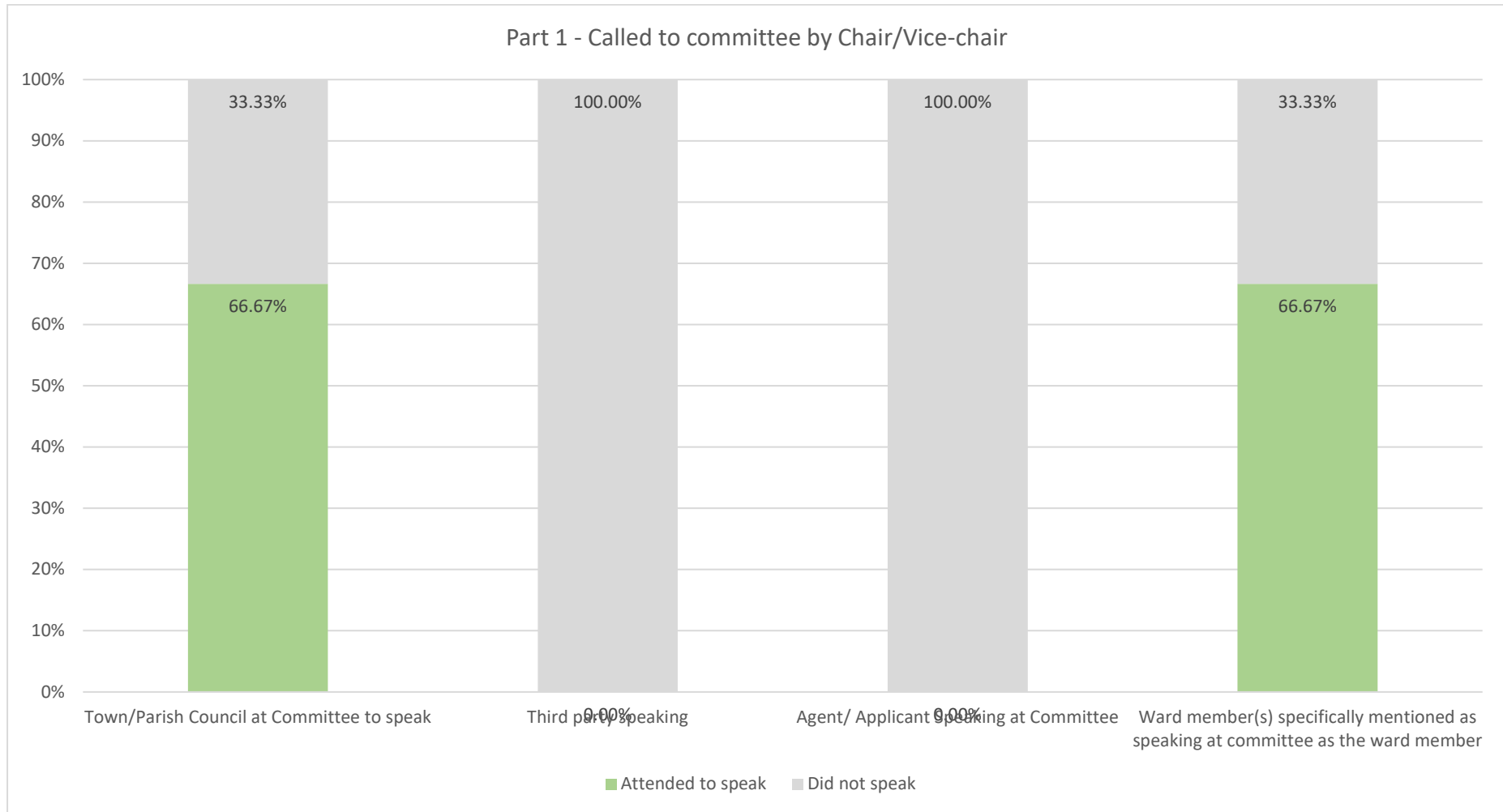
**Figure 1: Percentage of Planning Committee items, on which a potential speaker spoke between 1 April 2023 and 31 March 2024**



**Figure 2:** Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because they had been called straight to Planning Committee by the Head of Service between 1 April 2023 and 31 March 2024

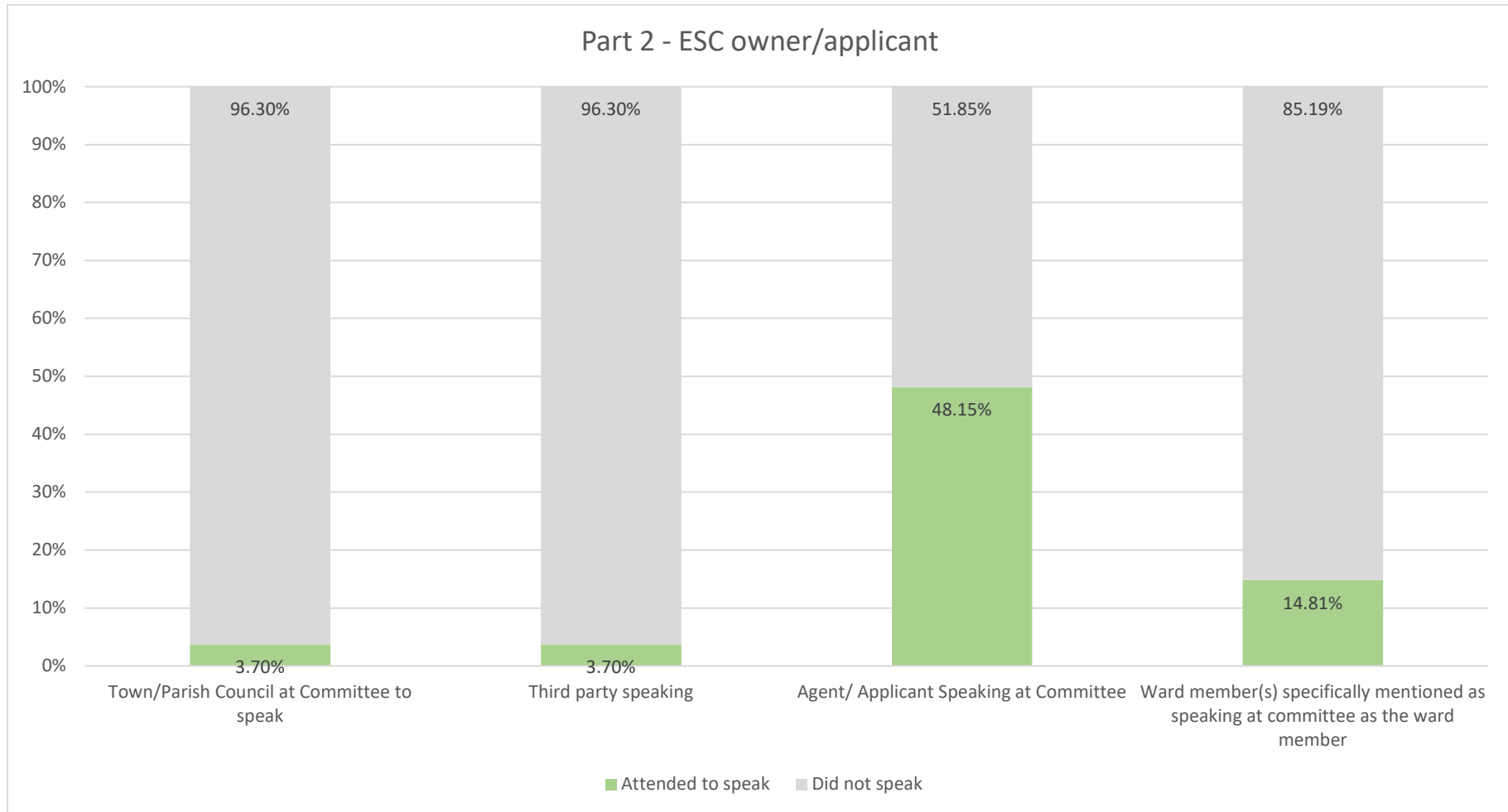


**Figure 3:** Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because they had been called straight to Planning Committee by the Chairs/Vice Chairs of Planning Committee between 1 April 2023 and 31 March 2024

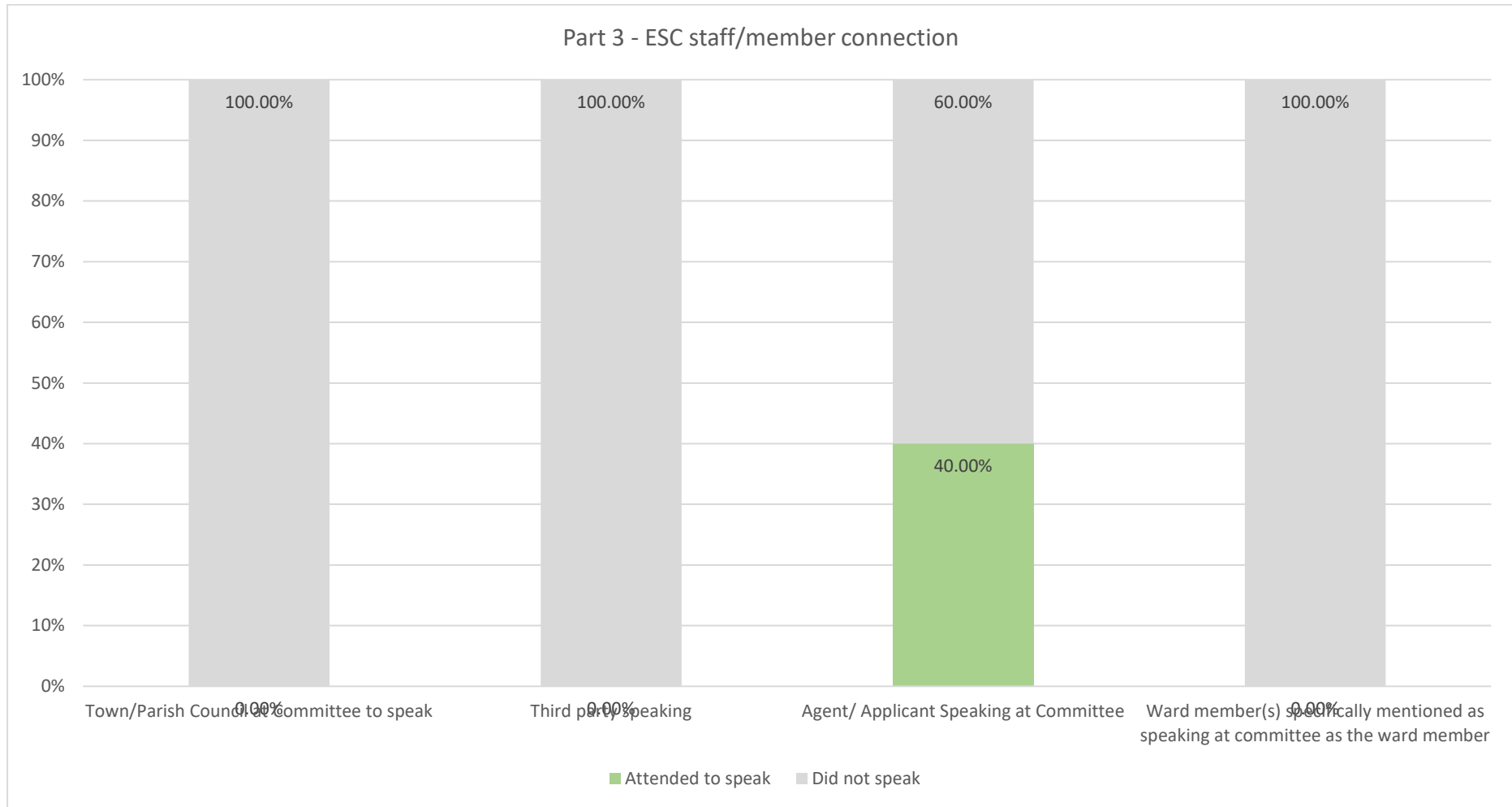




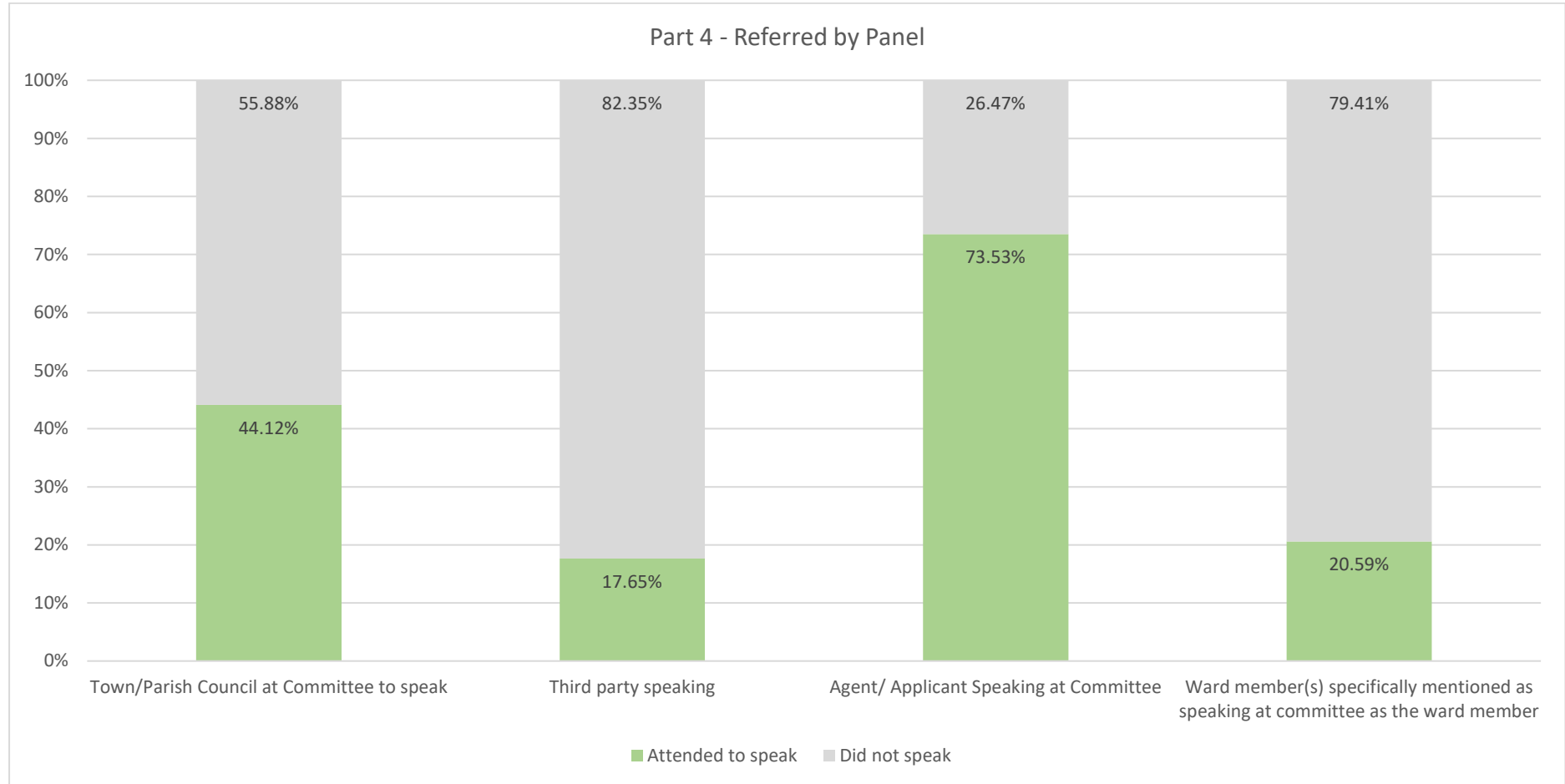
**Figure 4:** Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because ESC were the owners of the land and/or the applicant on the application between 1 April 2023 and 31 March 2024



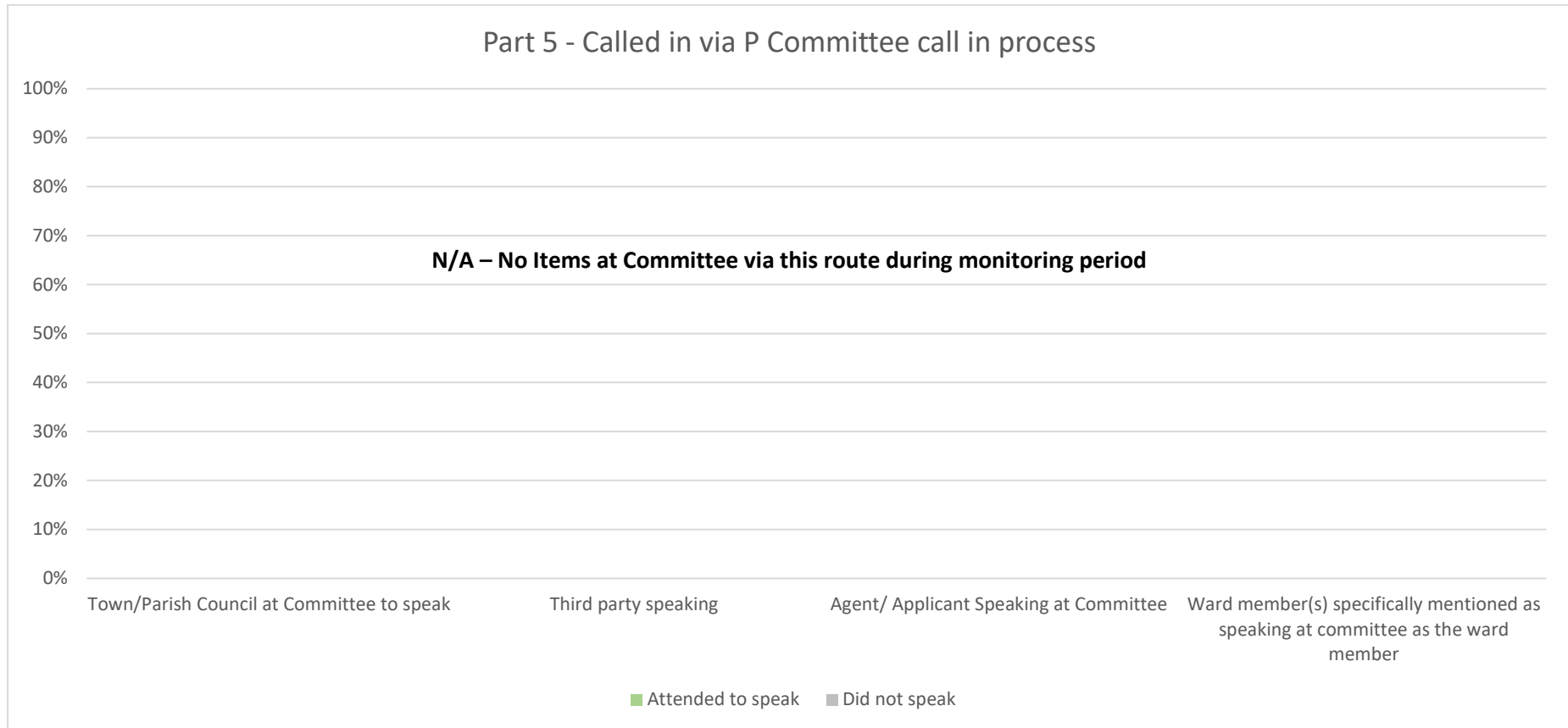
**Figure 5: Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because there was an ESC Elected Member or member of staff connection between 1 April 2023 and 31 March 2024**



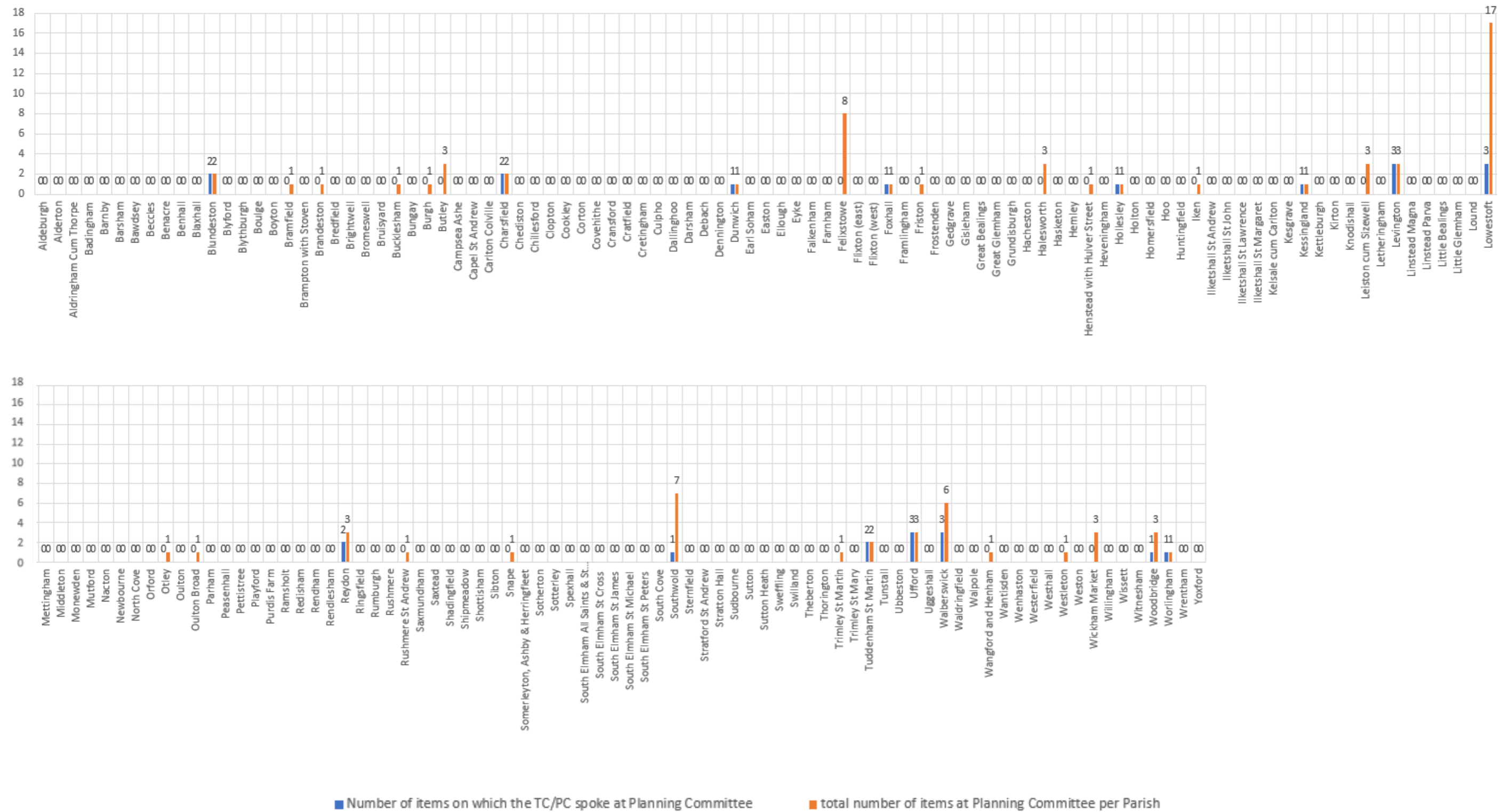
**Figure 6:** Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because they had been referred to Planning Committee by the Planning Referral Panel between 1 April 2023 and 31 March 2024



**Figure 7:** Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because they reached planning committed via the Planning Committee Call-in process between 1 April 2023 and 31 March 2024



**Figure 8:** The number of items at Planning Committee by Parish and the number of items on which the Town/Parish Council attended to speak between 1 April 2023 and 31 March 2024





## Appendix U: The outcomes of Planning Applications between 1 April 2023 and 31 March 2024

**Figure 1:** A pie chart showing the proportions of all ‘Planning Applications’ that were Refused or Approved, between 1 April 2023 and 31 March 2024 (all determination routes)

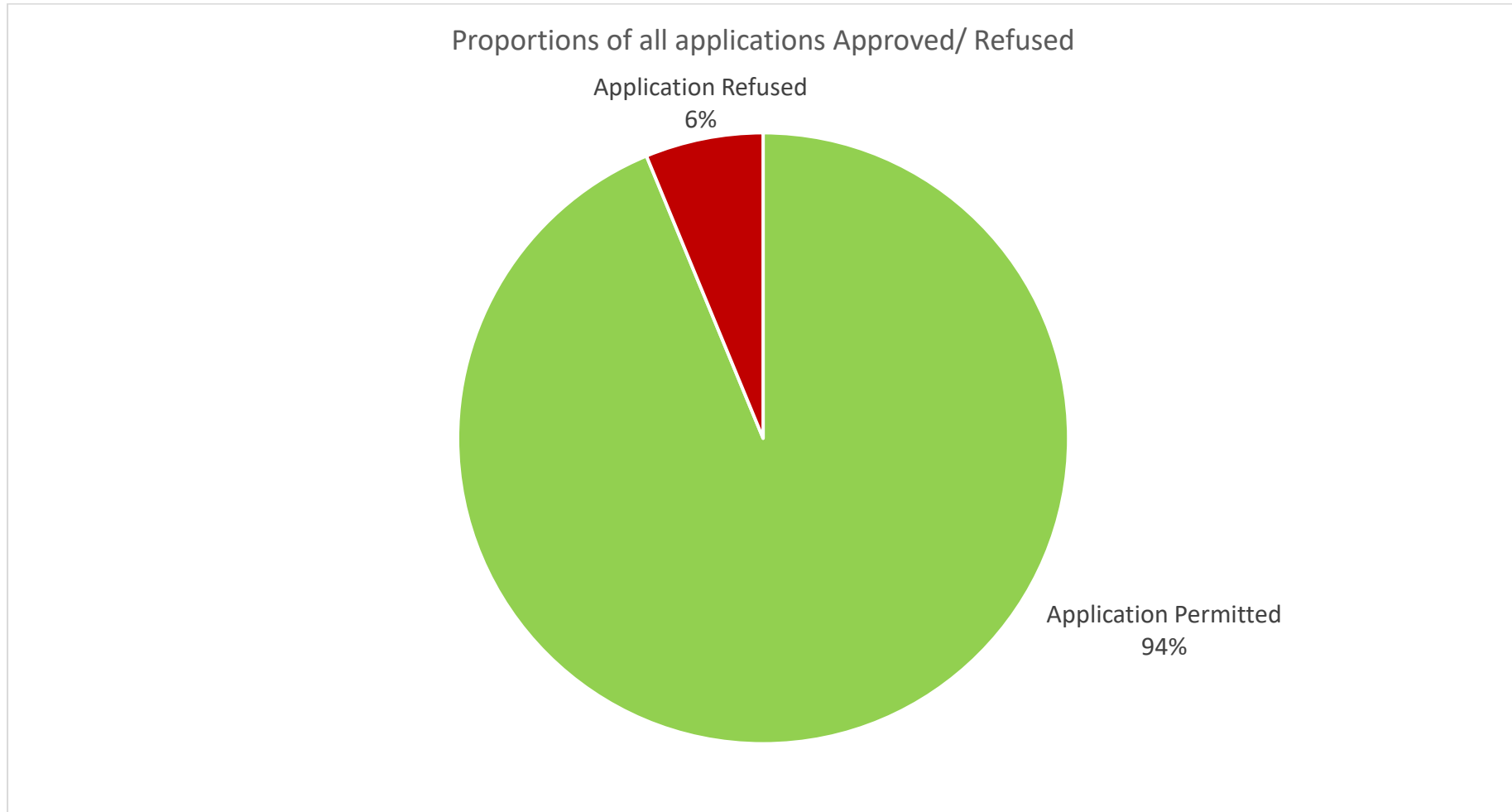
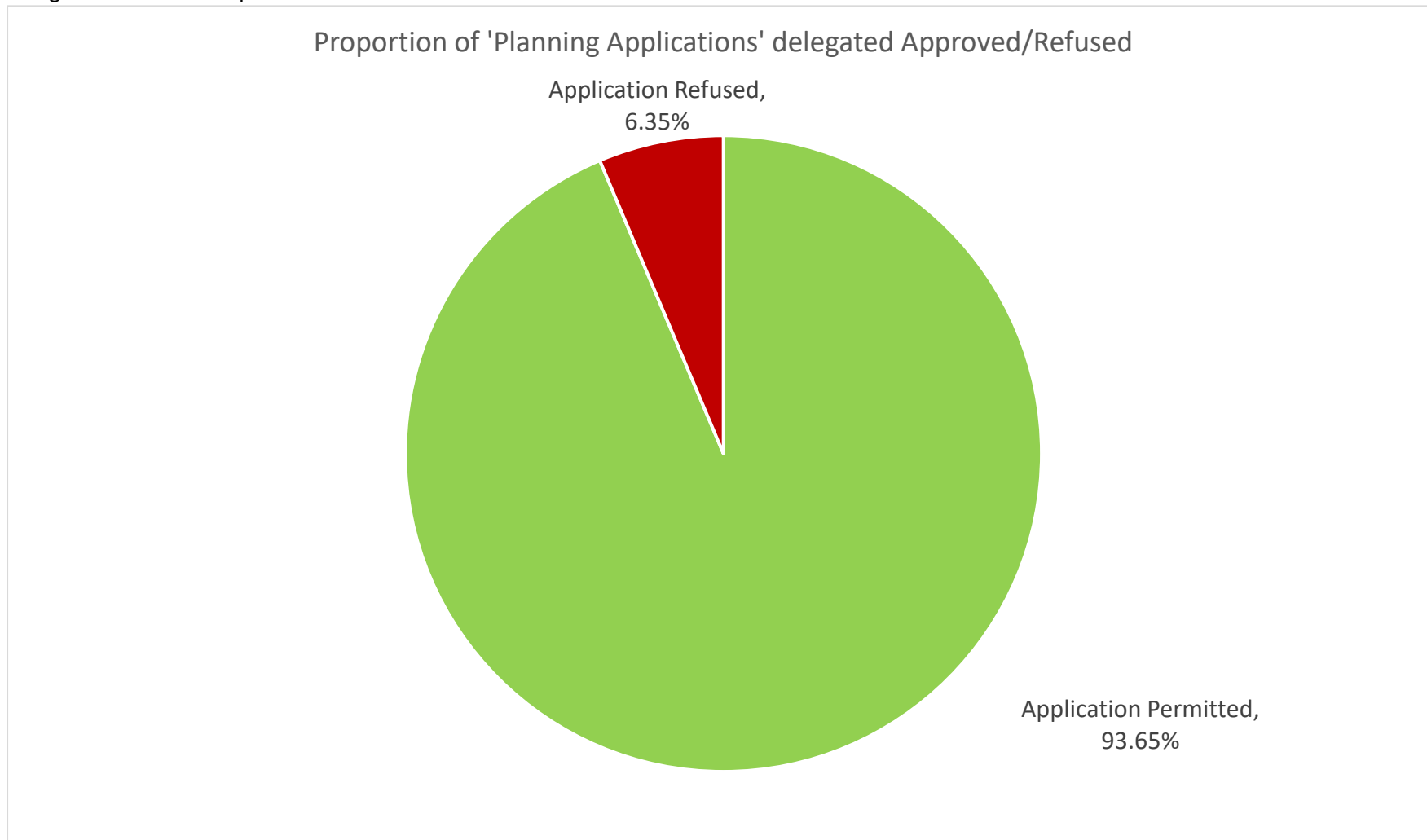
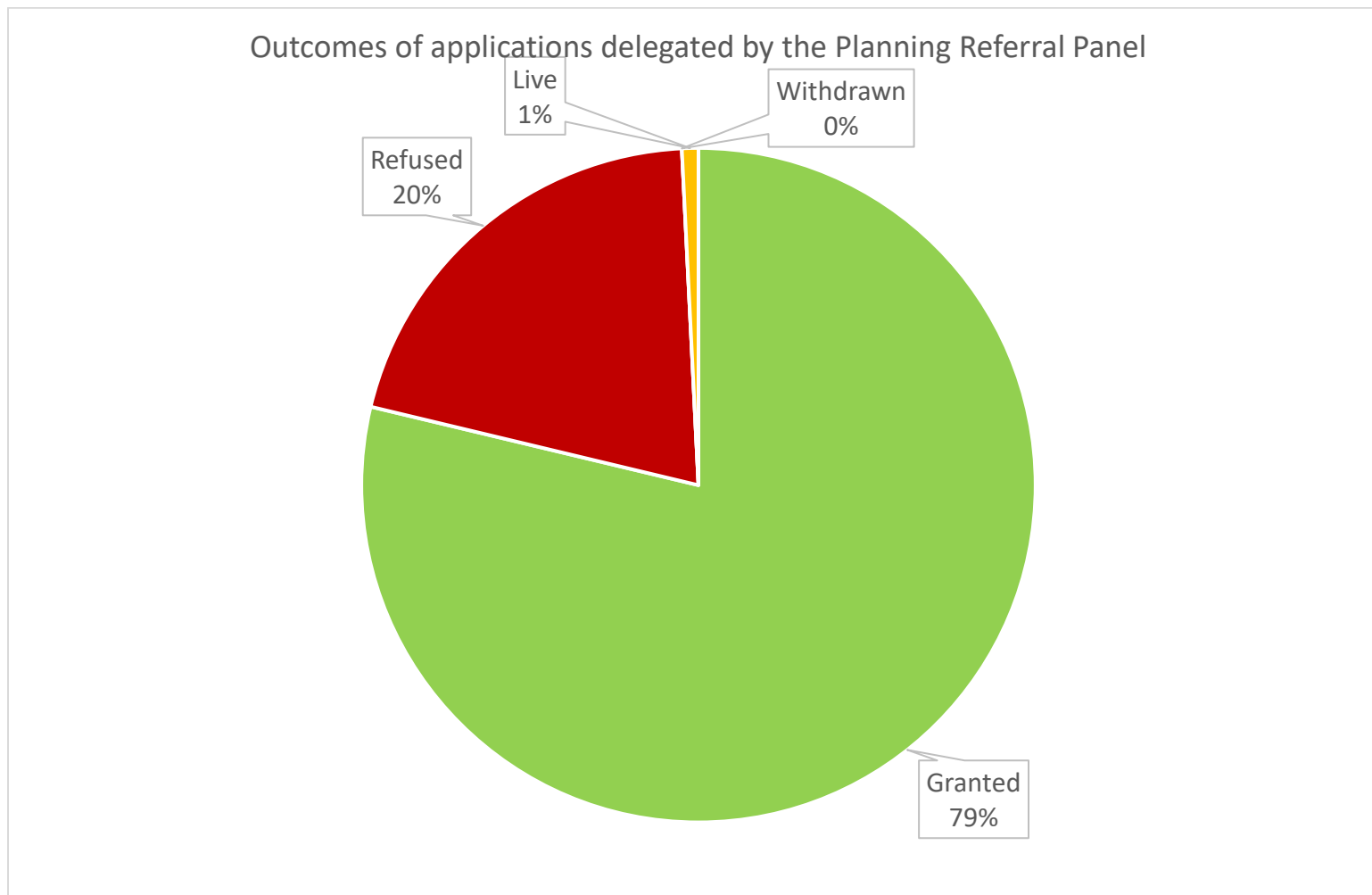




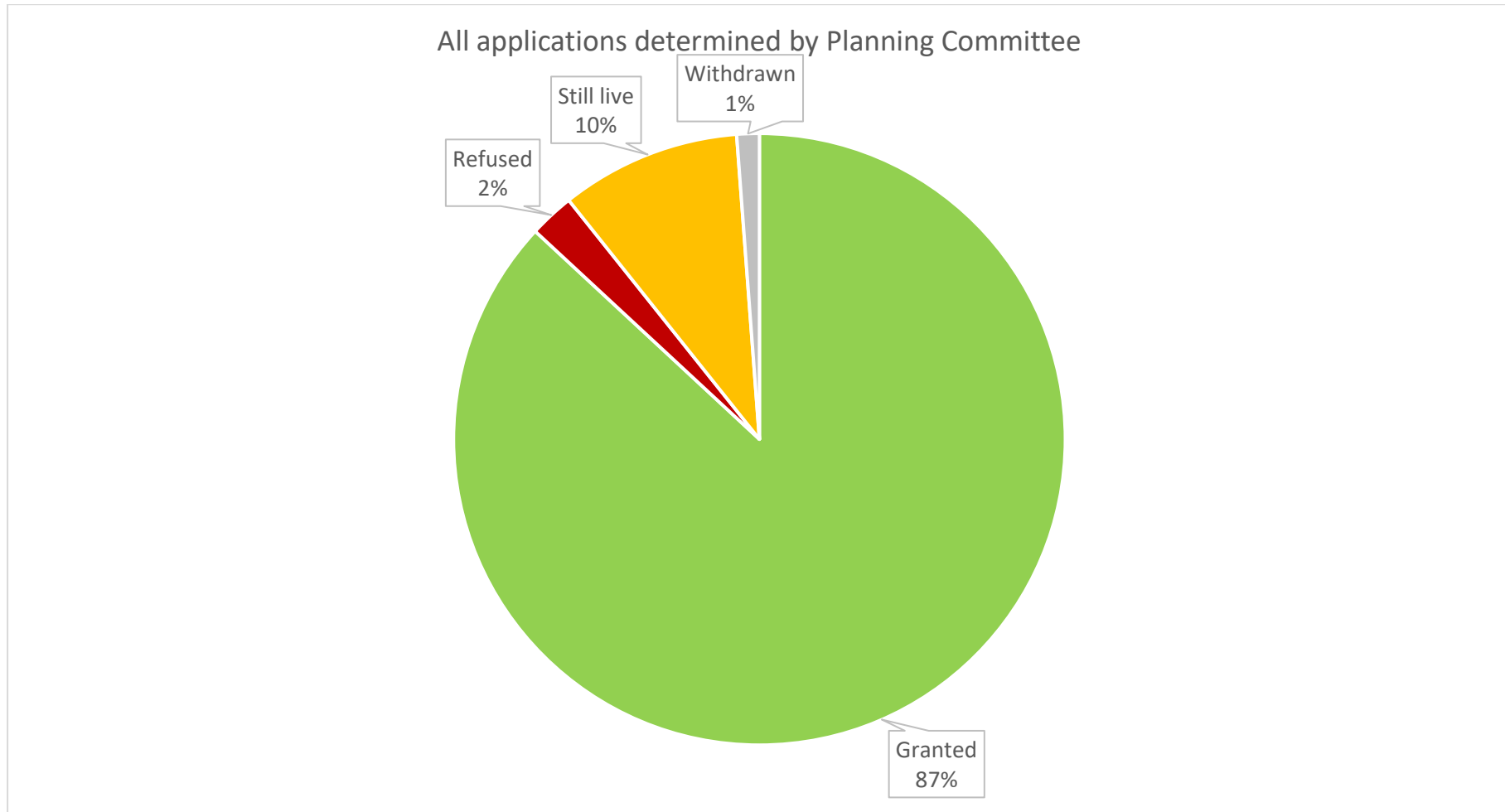
Figure 2: A pie chart showing the proportions of Planning Applications that were Refused or Approved, and determined by officers under the scheme of delegation between 1 April 2023 and 31 March 2024



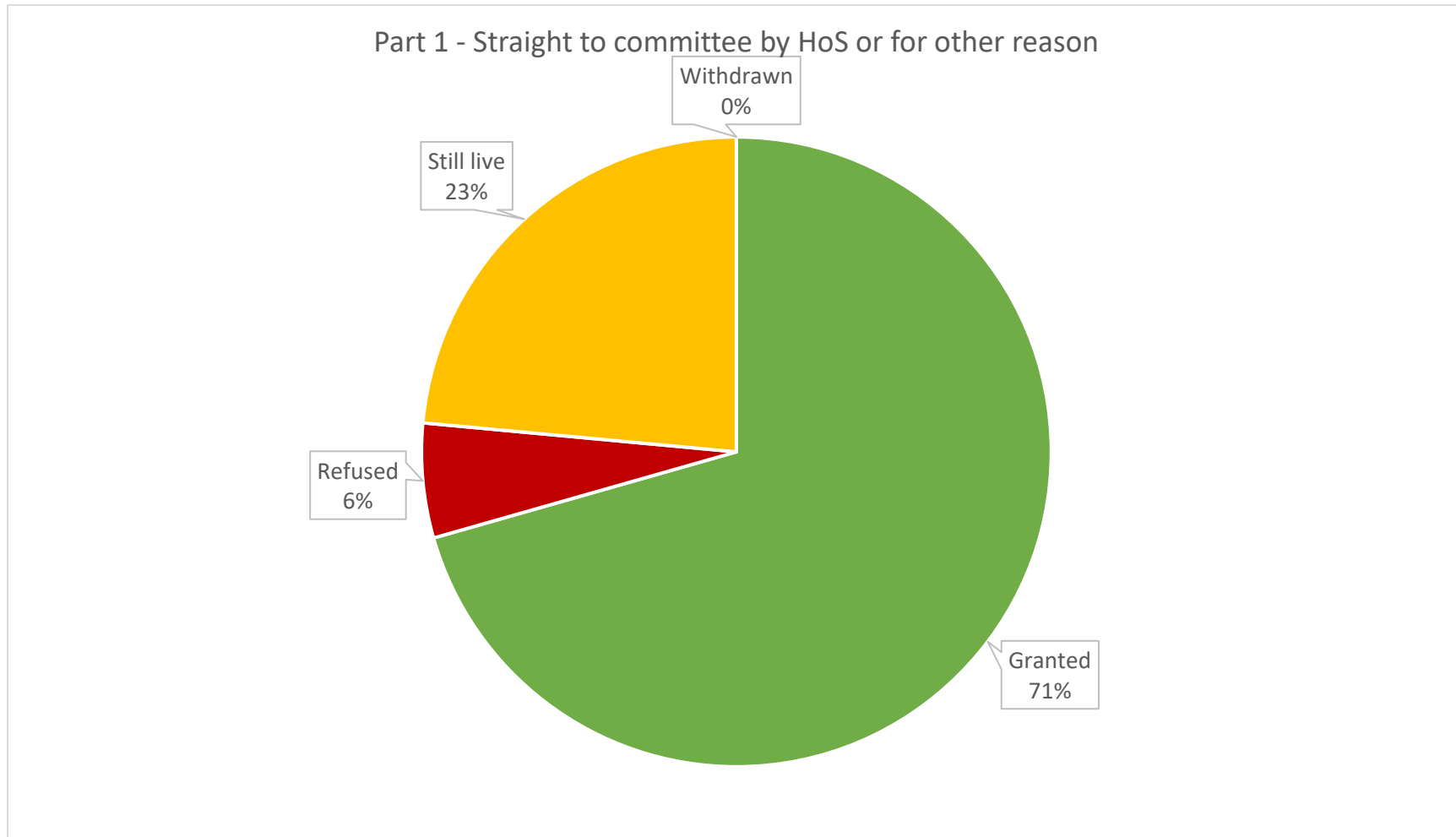
**Figure 3:** A Pie chart showing the proportion of Planning Applications that were Refused or Approved, following being delegated by the Planning Referral Panel back to officers, between 1 April 2023 and 31 March 2024



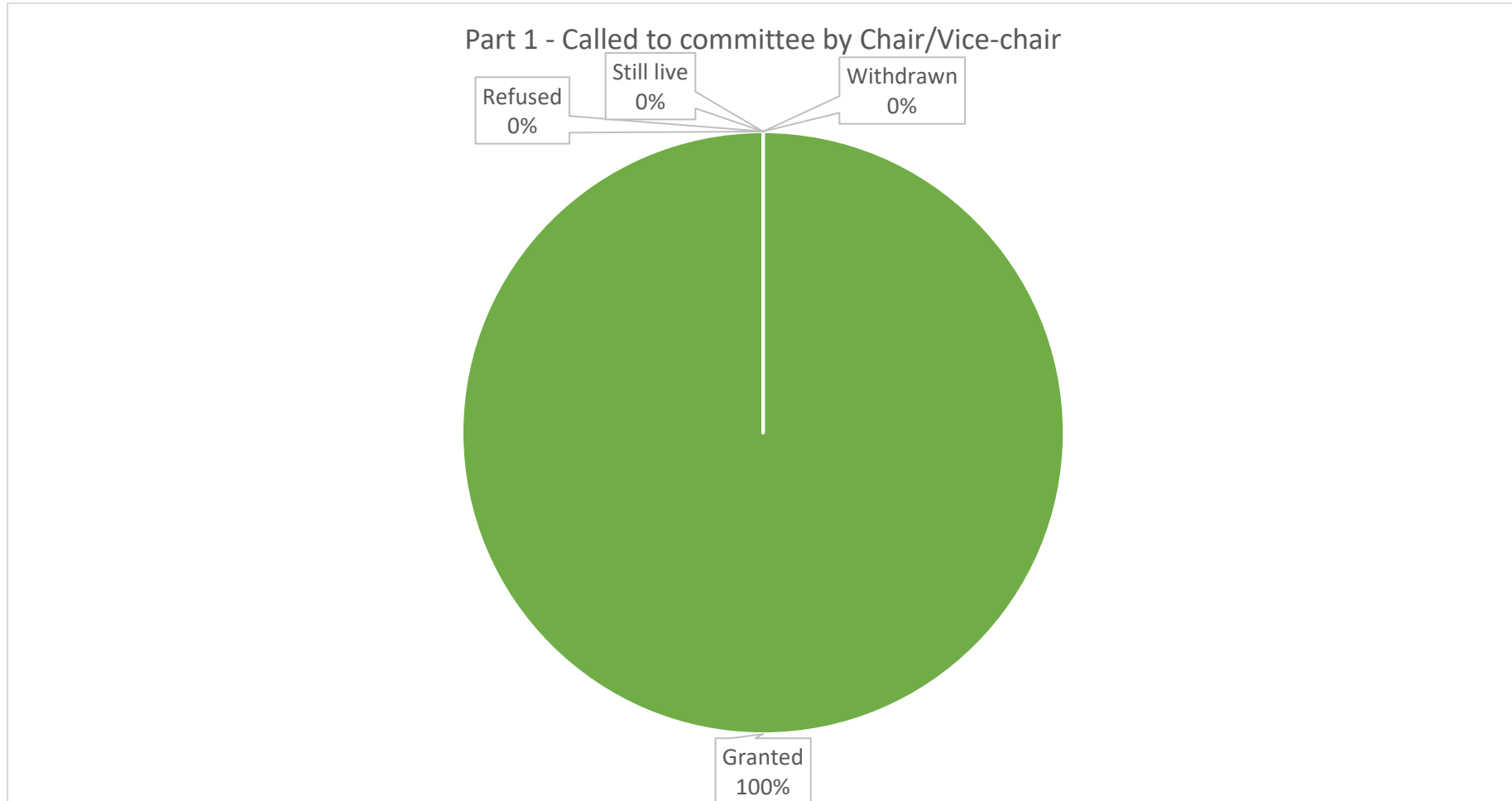
**Figure 4:** Pie Chart showing the proportion of all Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2023 and 31 March 2024.



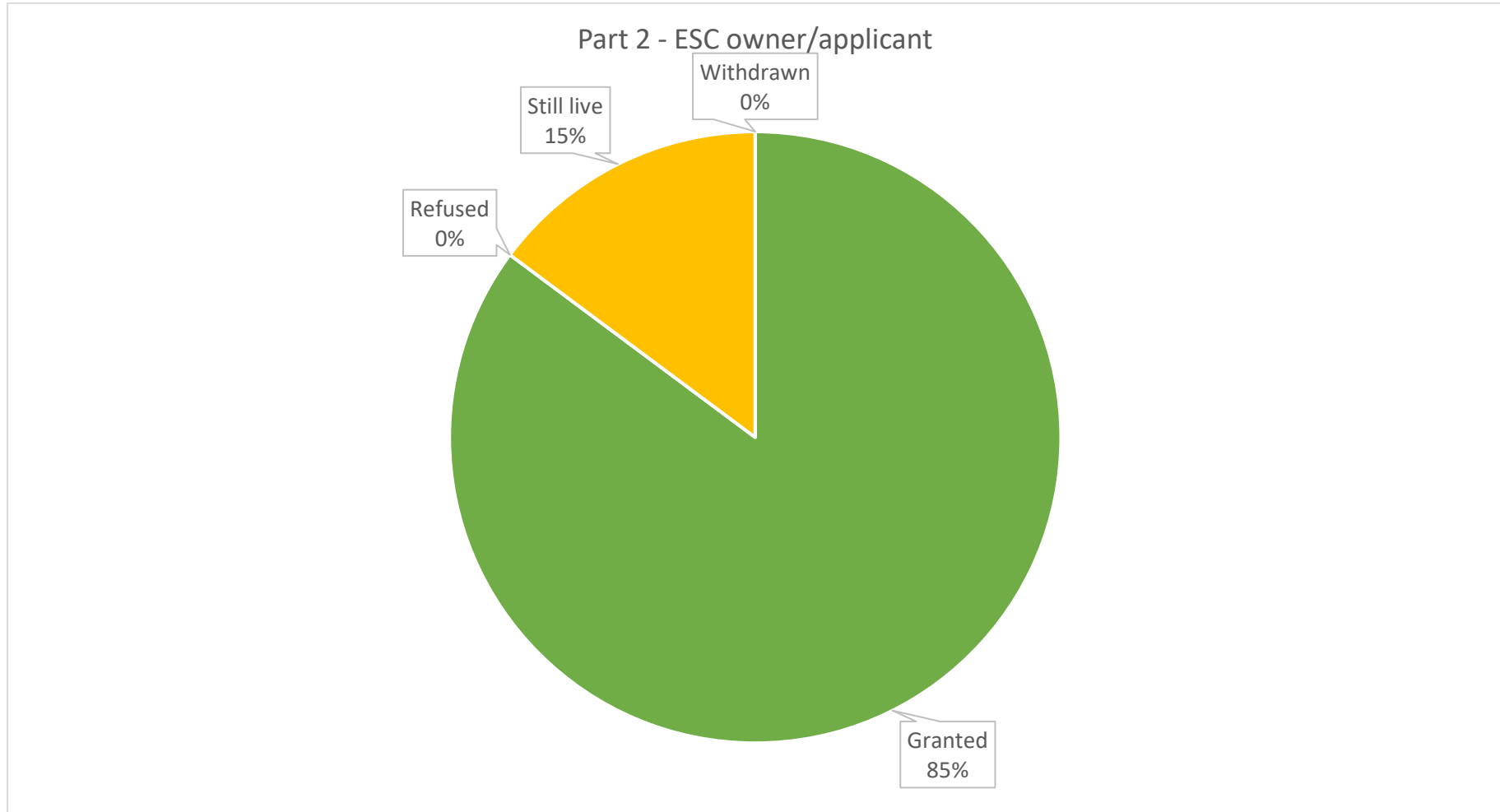
**Figure 5:** Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2023 and 31 March 2024, that were called straight to Planning Committee by the Head of Service



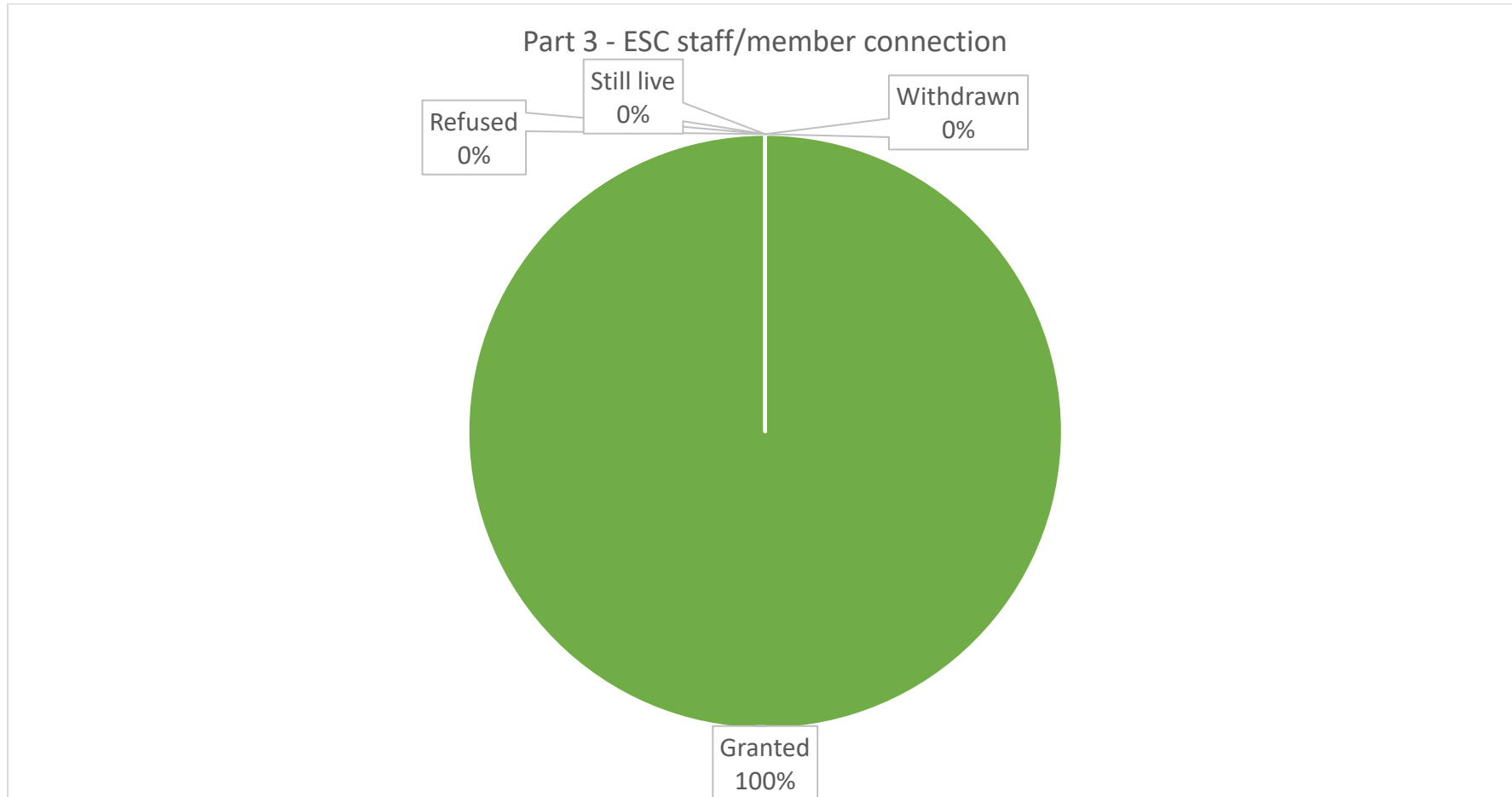
**Figure 6:** Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2023 and 31 March 2024, that were called straight to Planning Committee by the Chair or Vice-Chair of Planning Committee



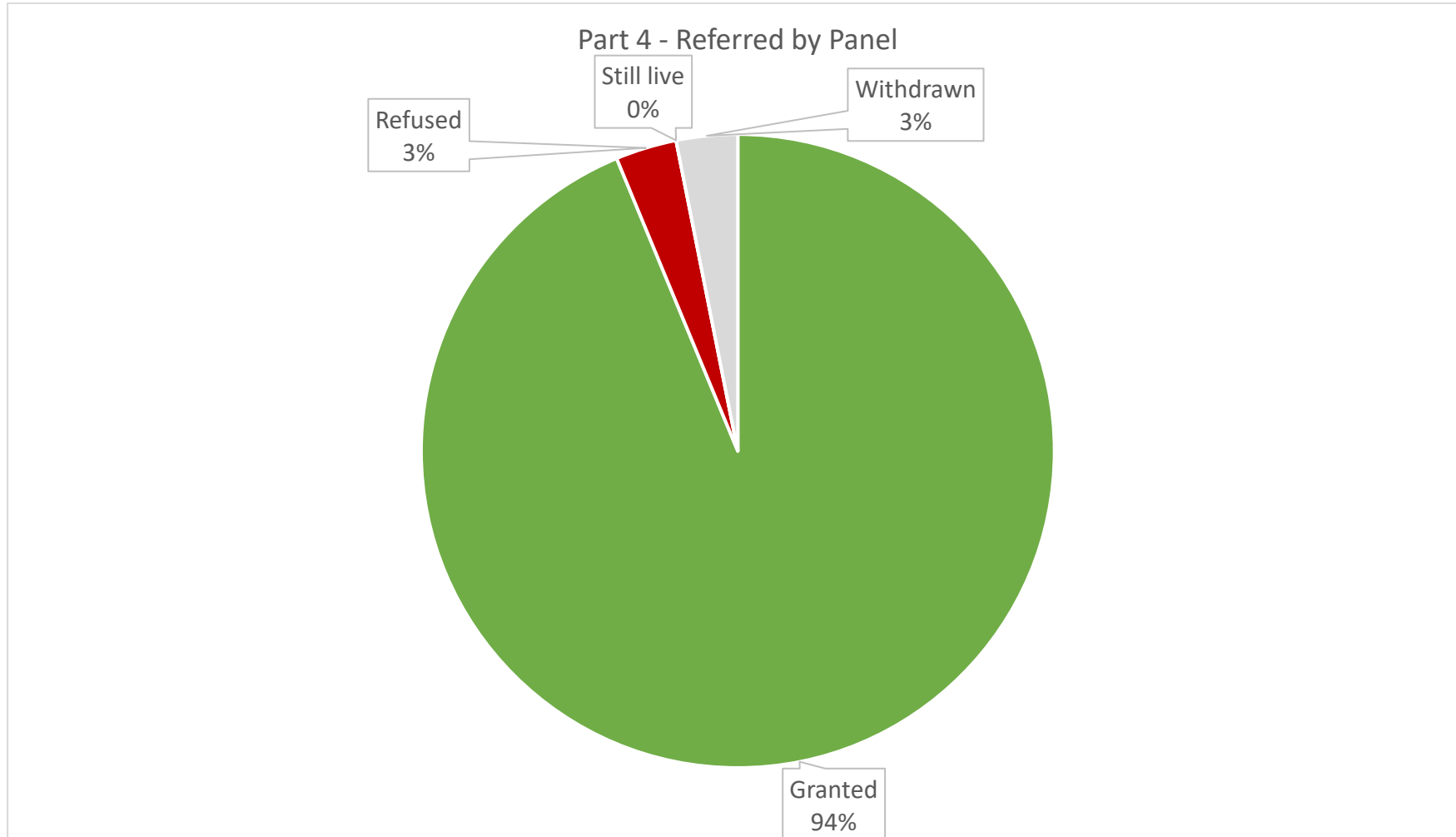
**Figure 7:** Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2023 and 31 March 2024, that were at Planning Committee due to East Suffolk Council being either the applicant and/or land owner



**Figure 8:** Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2023 and 31 March 2024, that were at Planning Committee due to the applicant and/or agent being an ESC Elected Member or ESC member of staff or close relative of either

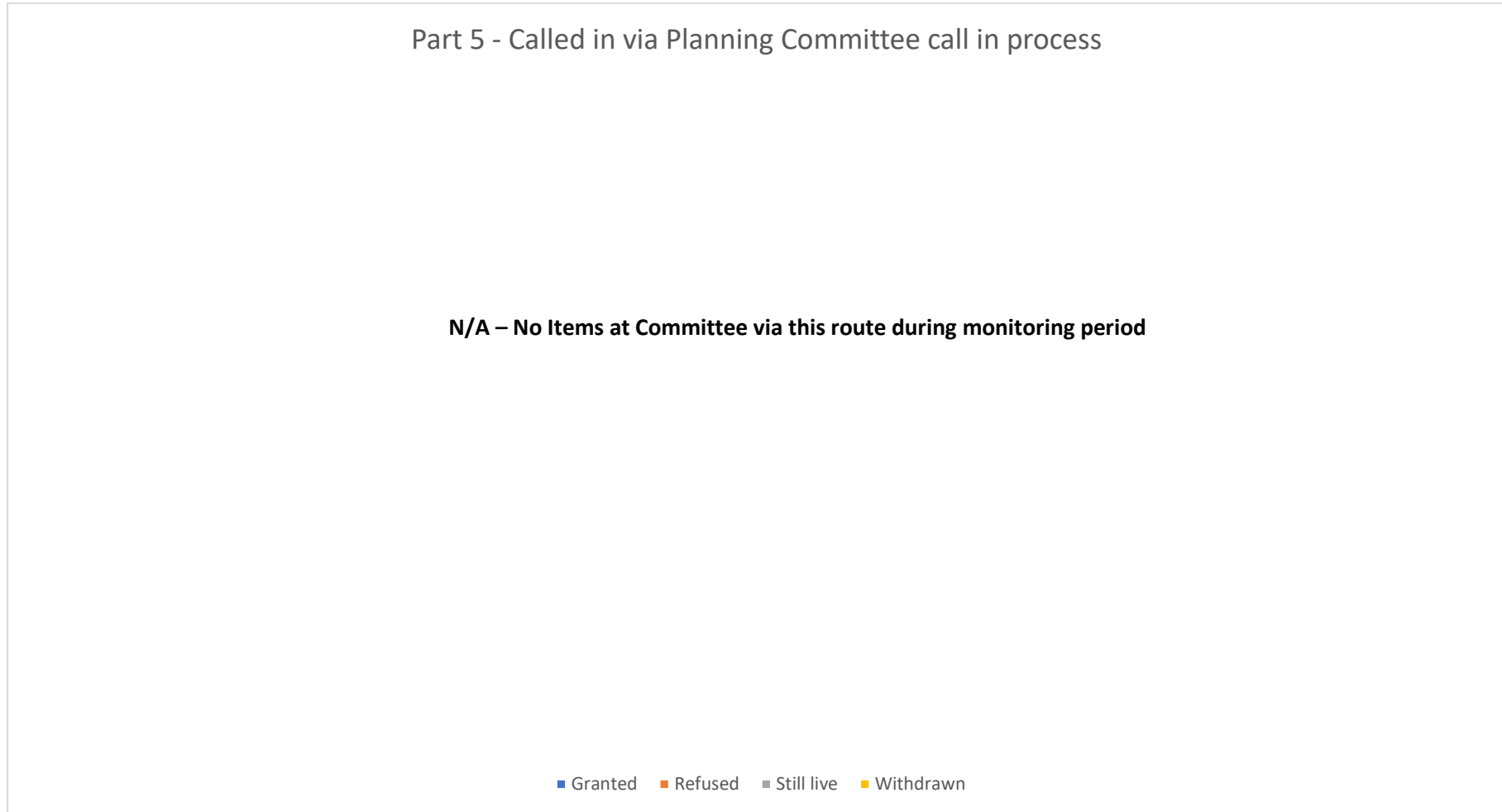


**Figure 9:** Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2023 and 31 March 2024, that were at Planning Committee due to being referred by the Planning Referral Panel





**Figure 10:** Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2023 and 31 March 2024, that were at Planning Committee via the Planning Committee Call in Process

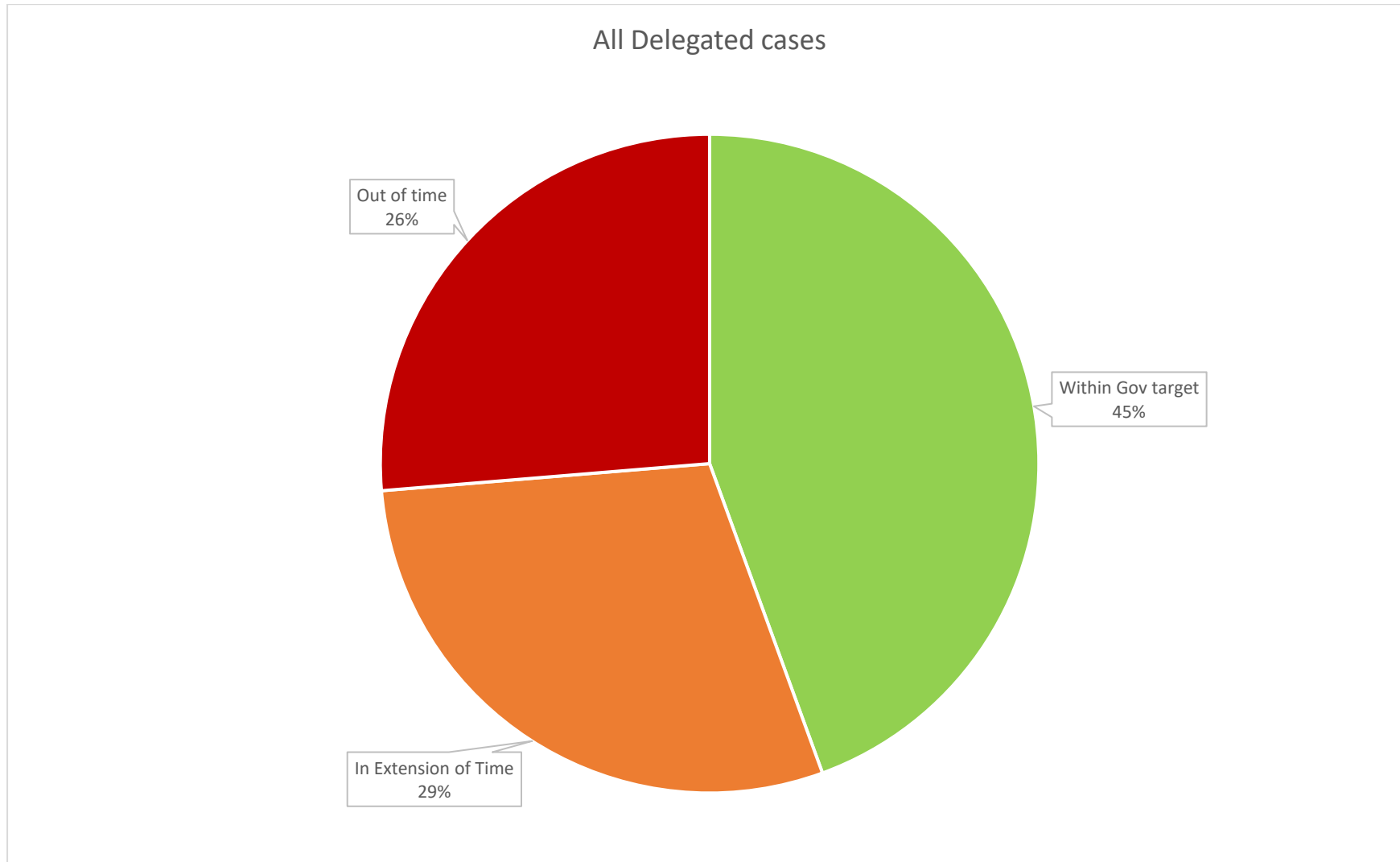


**Figure 11:** Comparison between the different determination process routes and the outcomes of the applications.

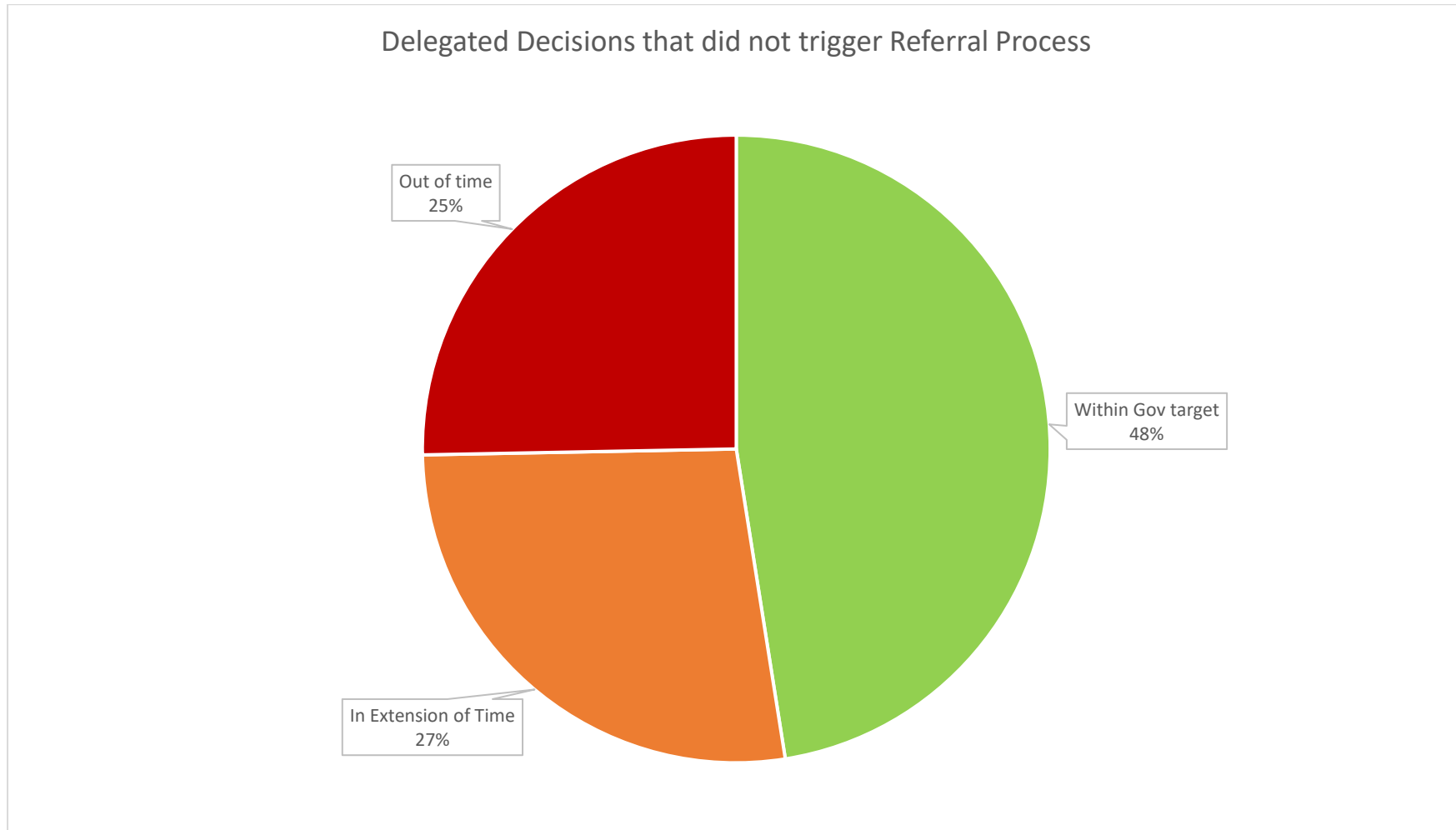


## Appendix V: The timeliness of decisions, based upon determination route

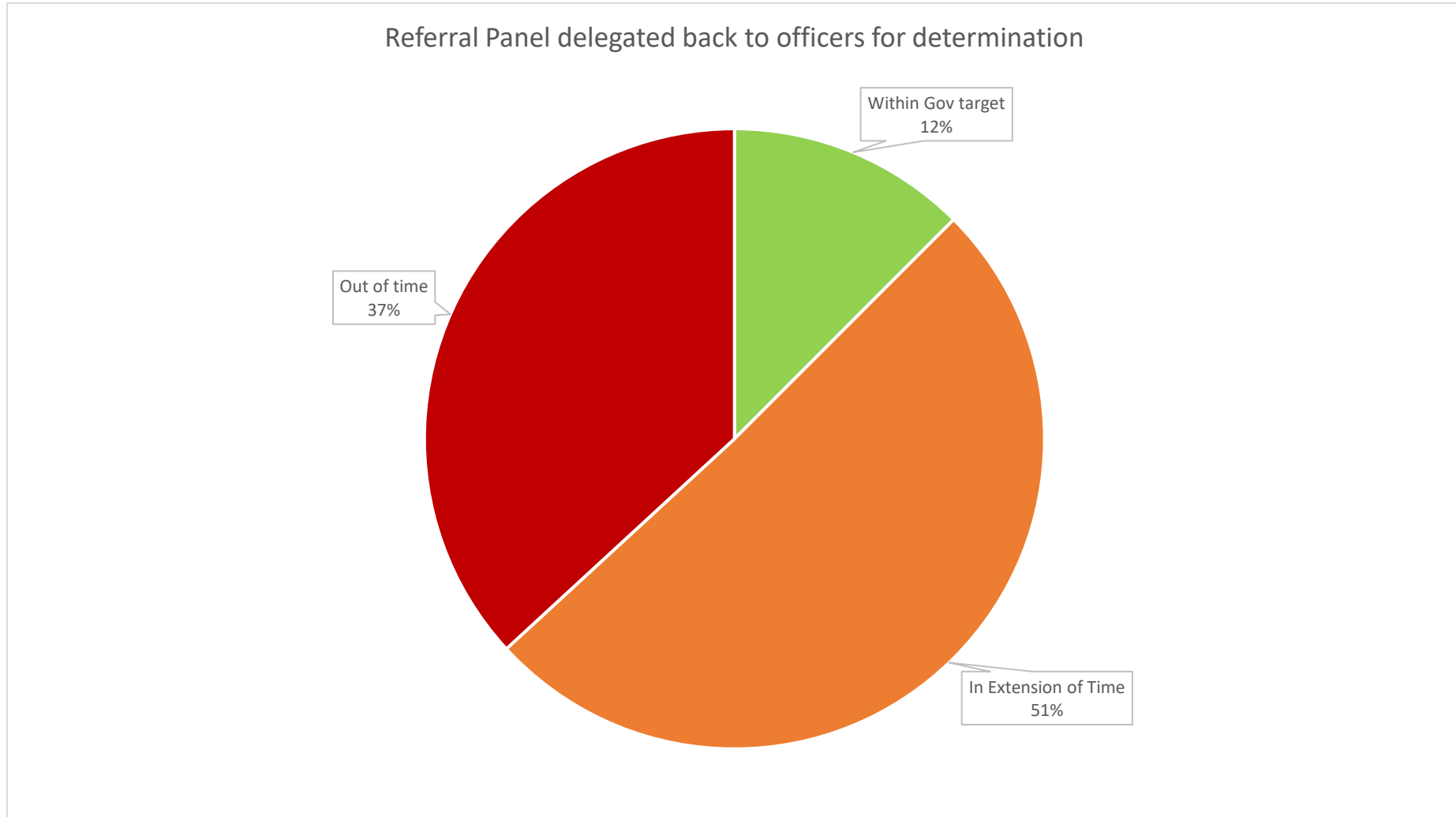
**Figure 1:** The timeliness of all ‘Planning Applications’ determined at officer level (including those that were delegated by the Planning Referral Panel) (1 April 2023 – 31 March 2024)



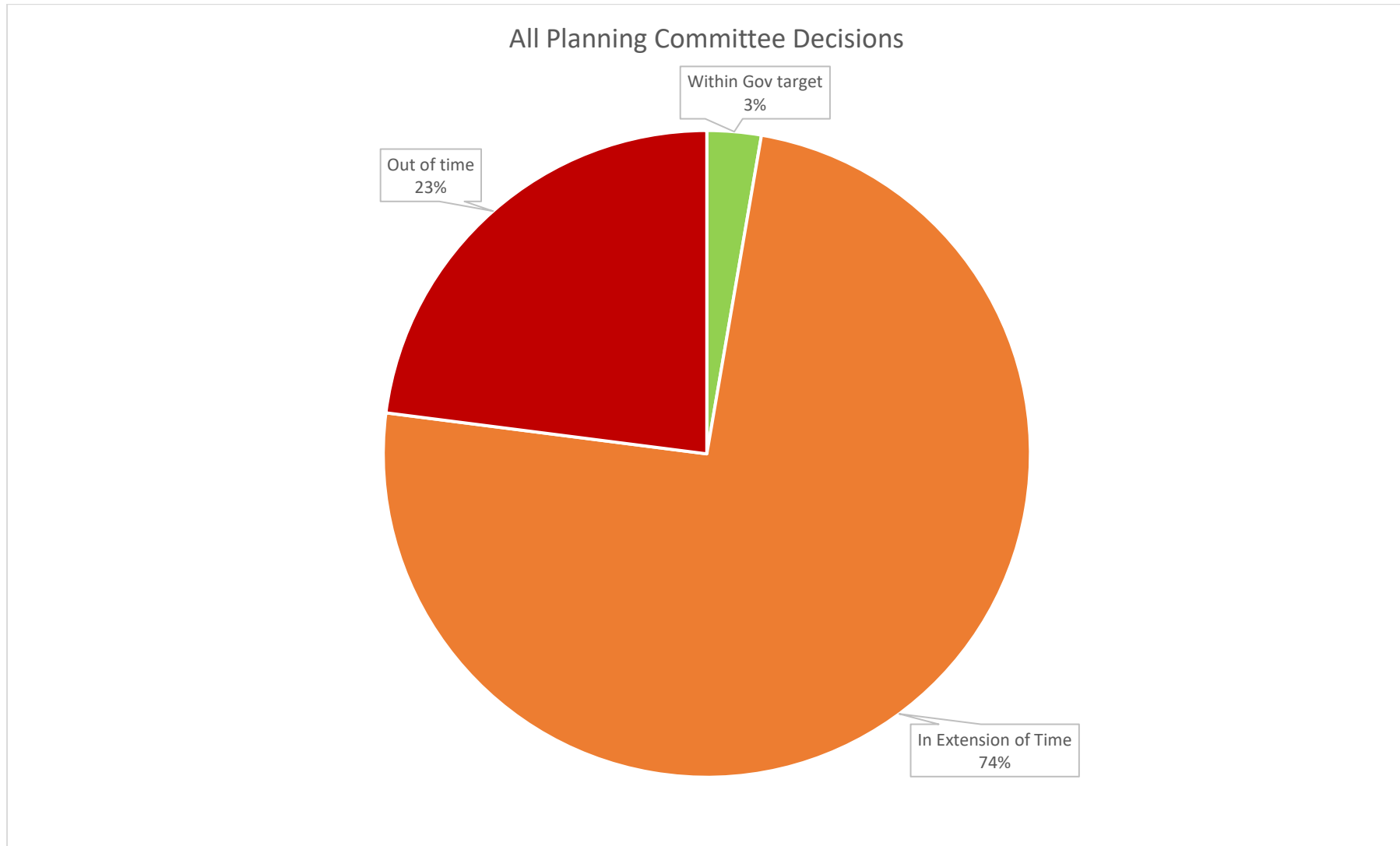
**Figure 2:** The timeliness of ‘Planning Applications’ determined at officer level, without triggering the Planning Referral Panel. (1 April 2023 – 31 March 2024)



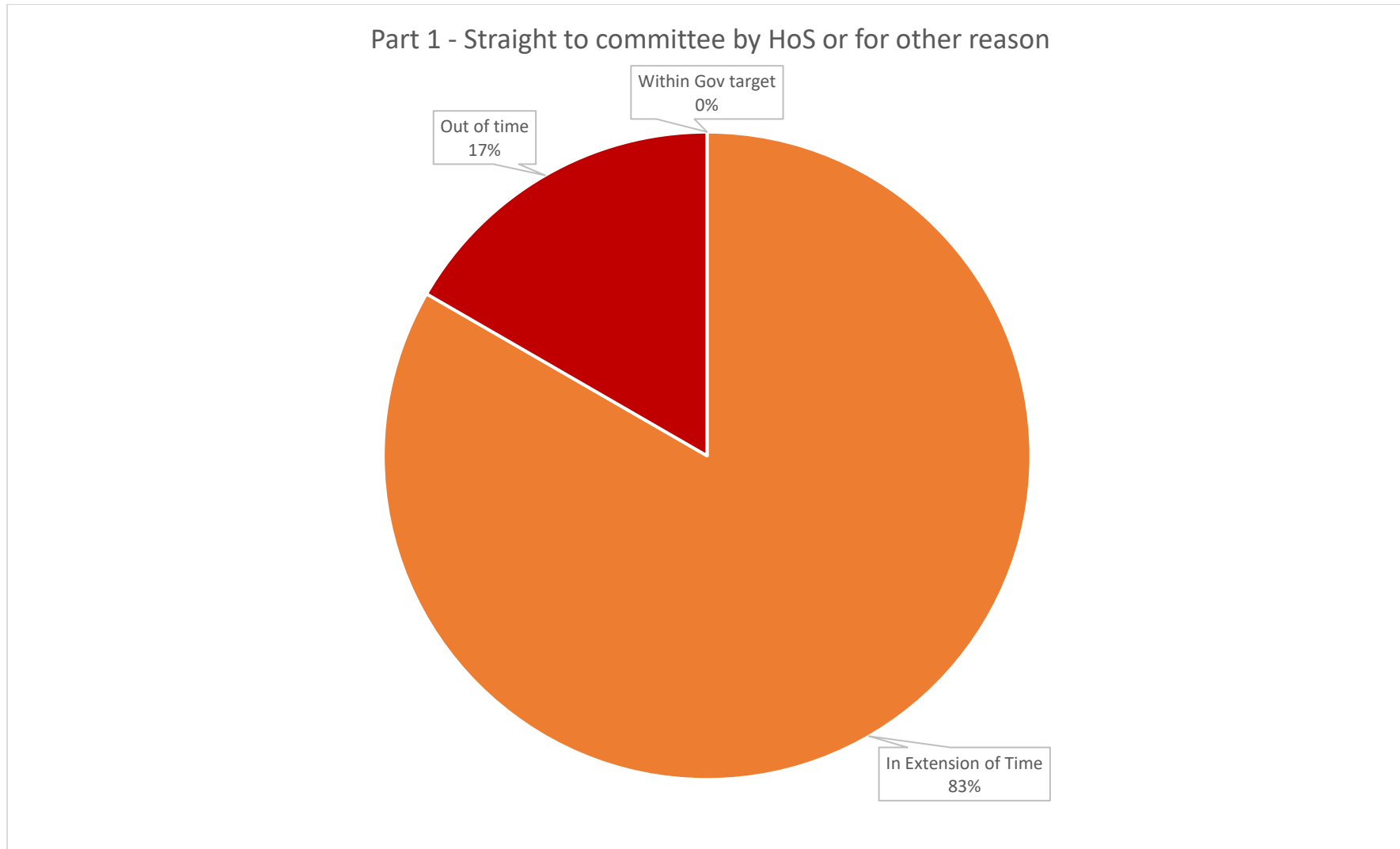
**Figure 3:** The timeliness of ‘Planning Applications’ determined at officer level, which triggered the Planning Referral Process and were then delegated back to officers for determination. (1 April 2023 – 31 March 2024)



**Figure 4:** The timeliness of all ‘Planning Applications’ determined at Planning Committee (no matter their route to committee) (1 April 2023 – 31 March 2024)

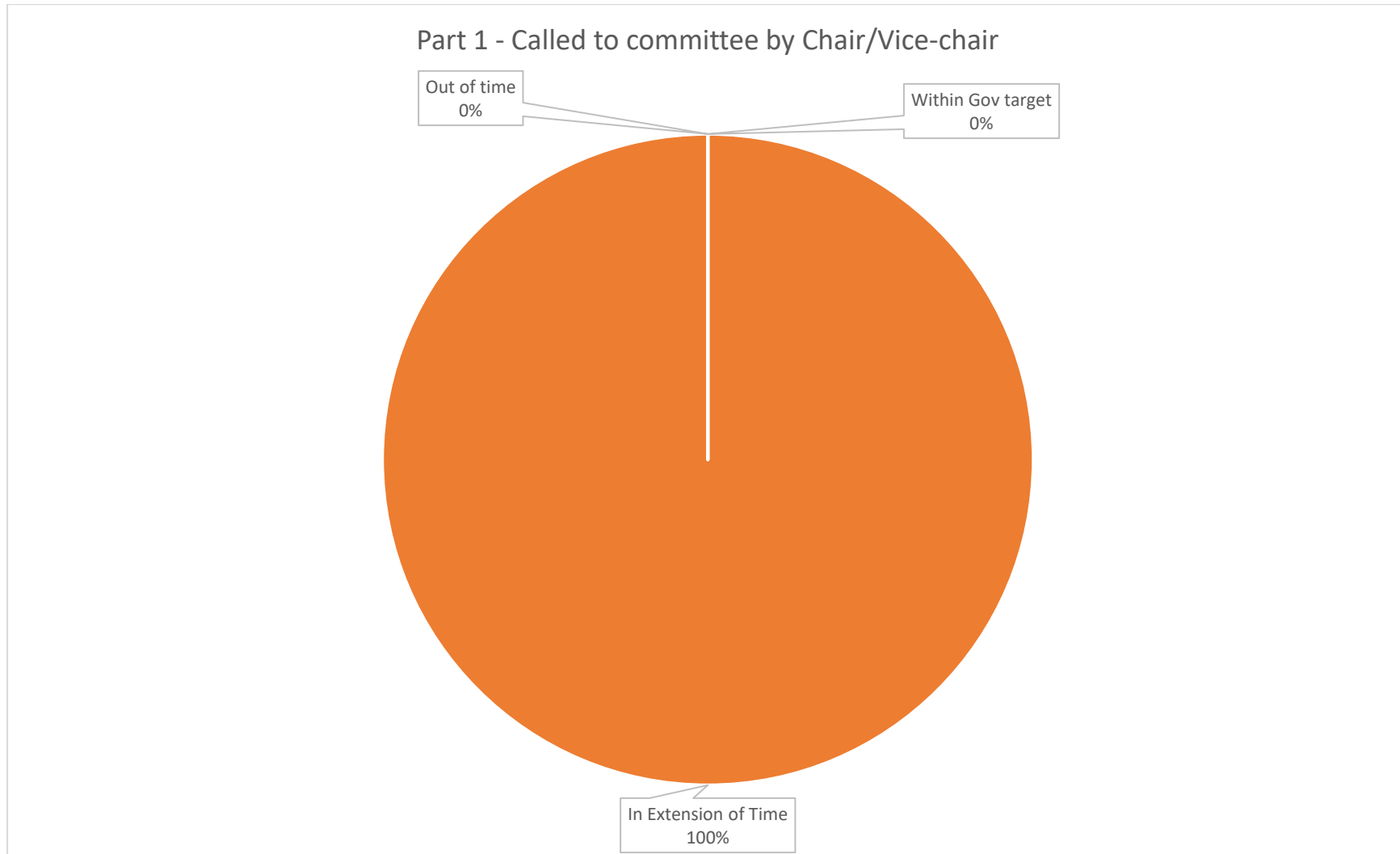


**Figure 5:** The timeliness of ‘Planning Applications’ determined at Planning Committee due to being called straight to Committee by the Head of Service (1 April 2023 – 31 March 2024)

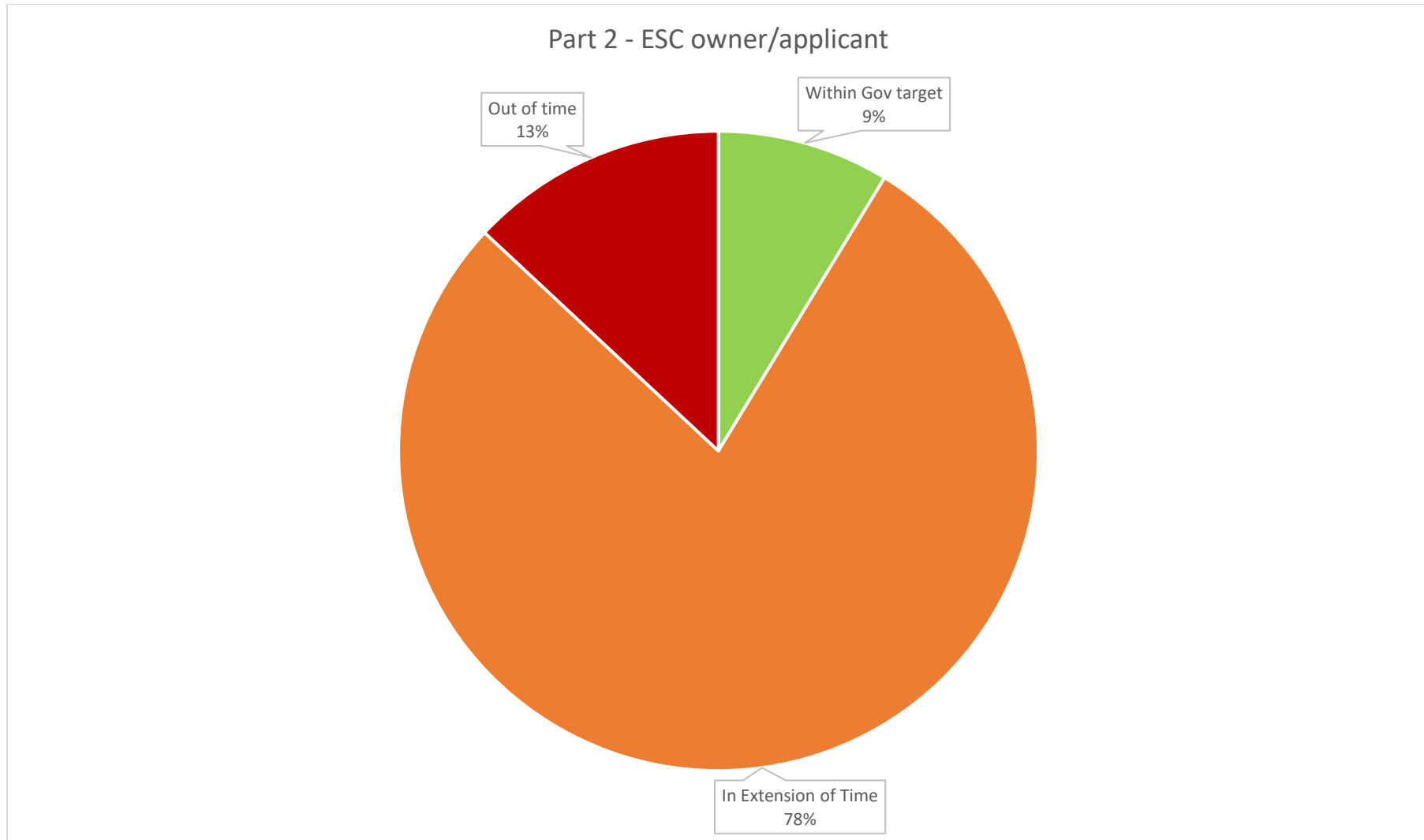




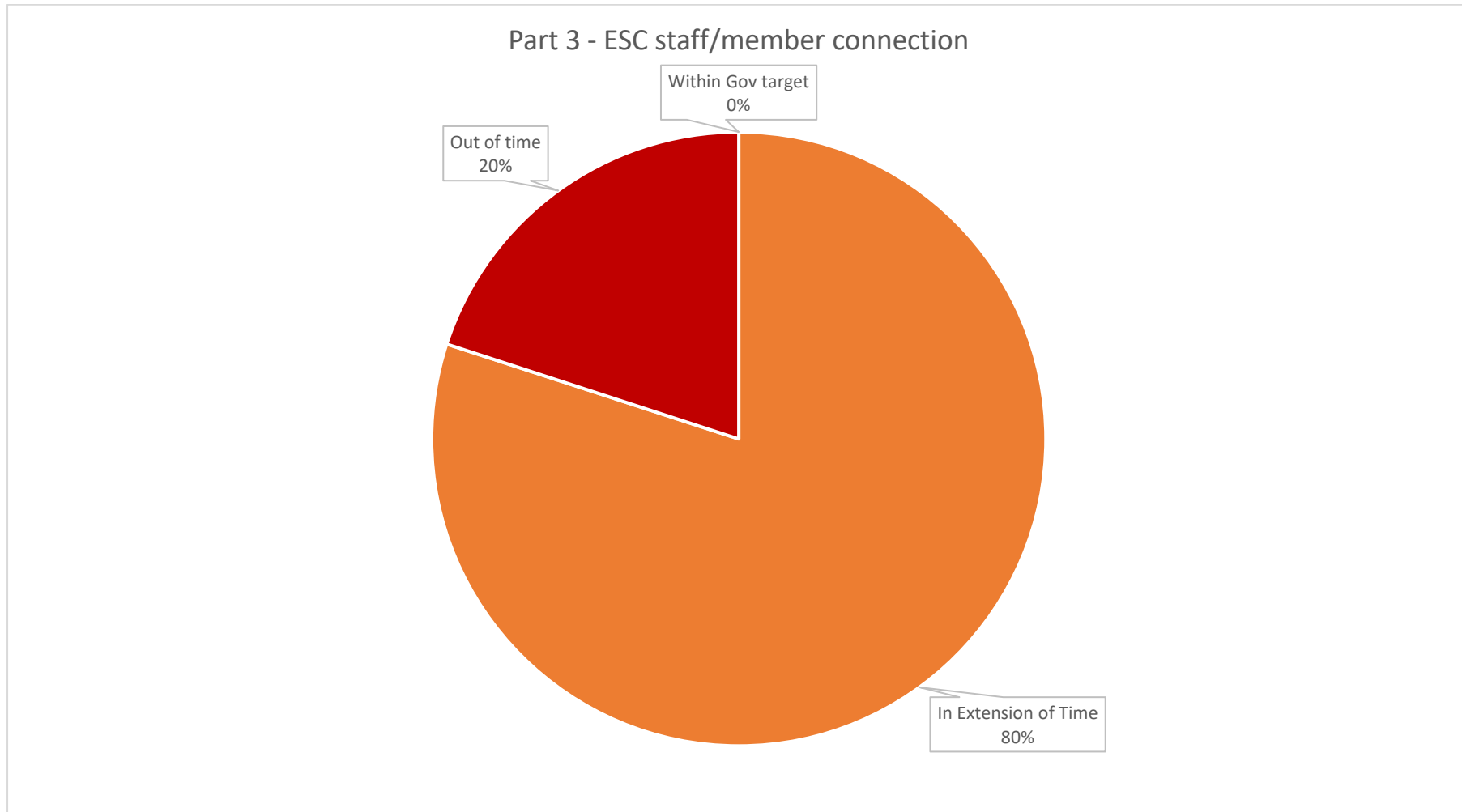
**Figure 6:** The timeliness of ‘Planning Applications’ determined at Planning Committee due to being called straight to Committee by the Chair/Vice-Chair of Planning Committee (1 April 2023 – 31 March 2024)



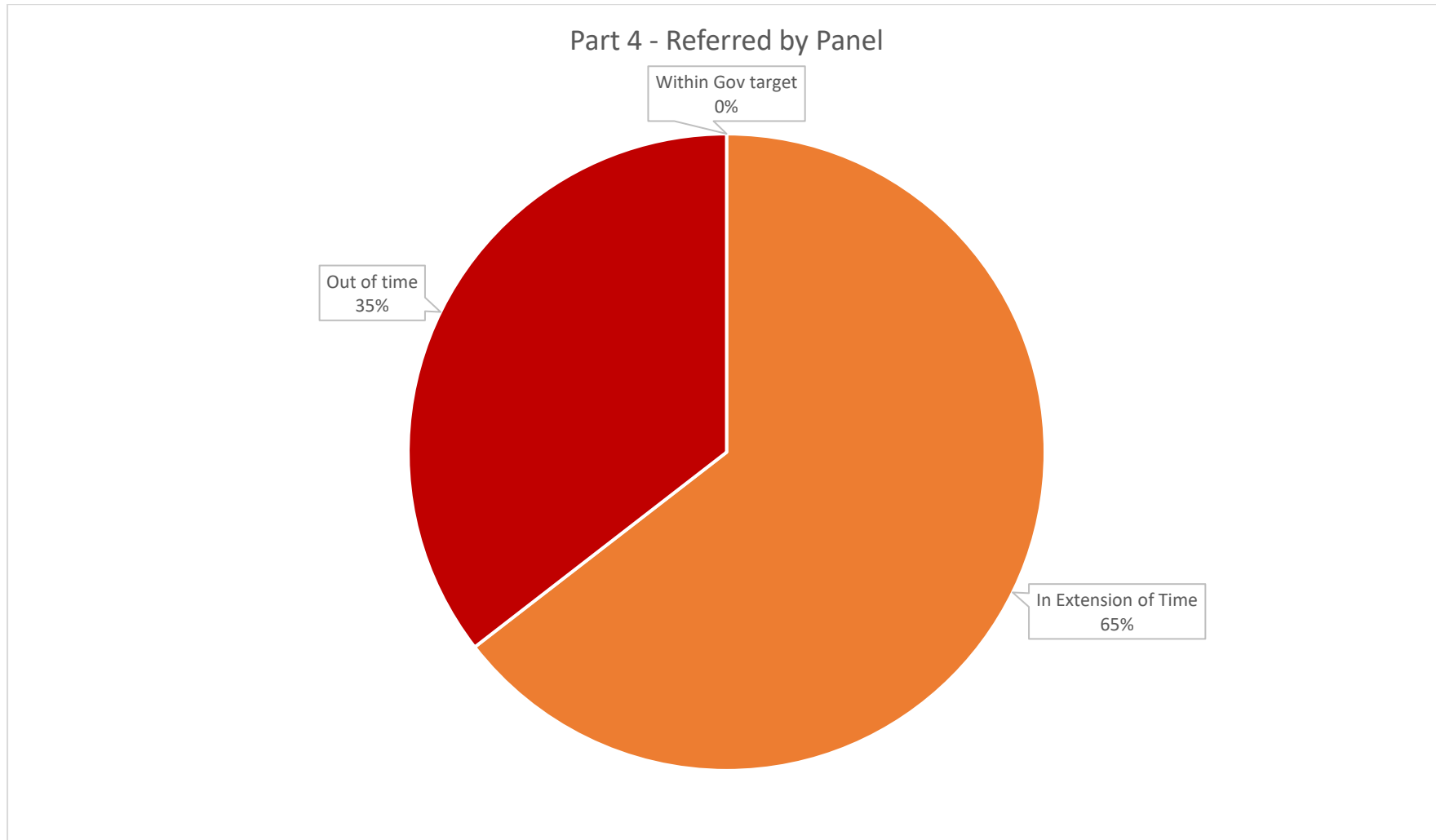
**Figure 7:** The timeliness of ‘Planning Applications’ determined at Planning Committee due to East Suffolk Council being either the applicant and/or land owner (1 April 2023 – 31 March 2024)



**Figure 8:** The timeliness of ‘Planning Applications’ determined at Planning Committee due to the applicant and/or agent being an ESC Elected Member or ESC member of staff or close relative of either (1 April 2023 – 31 March 2024)



**Figure 9:** The timeliness of ‘Planning Applications’ determined at Planning Committee due to being referred by the Planning Referral Panel (1 April 2023 – 31 March 2024)



**Figure 10:** The timeliness of ‘Planning Applications’ determined at Planning Committee via the Planning Committee Call in Process (1 April 2023 – 31 March 2024)



**Figure 11: The timeliness of 'Planning Applications', shown based upon determination route (1 April 2023 – 31 March 2024)**

