Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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



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:

- 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; or
- 2. The applicant or landowner is East Suffolk Council; or
- 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.

Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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



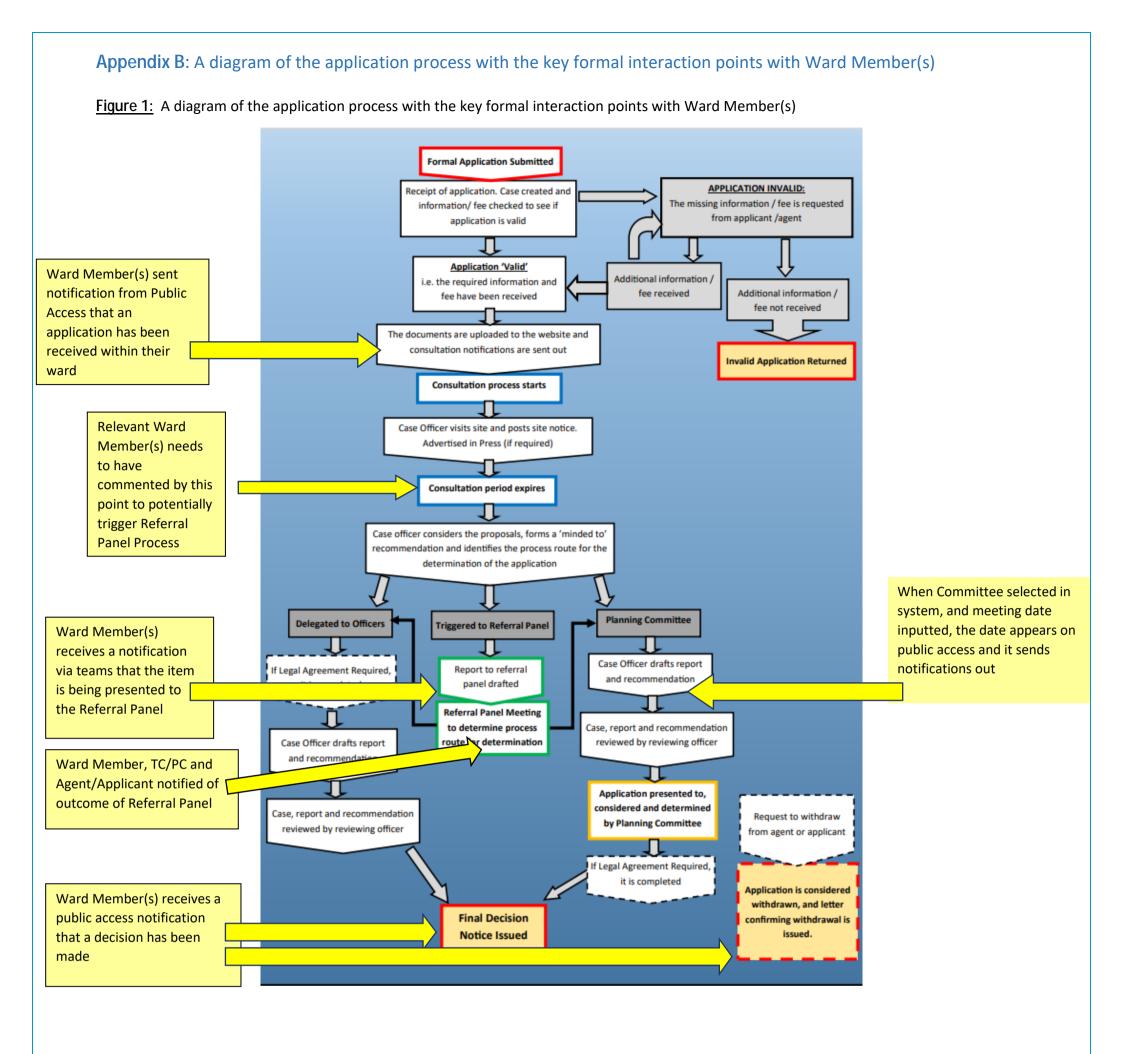


Figure 2: Summary of the way Ward Member(s) can trigger the Planning Referral Panel Process.

Triggering the Referral Process – comments from Ward Member

In order to trigger the Referral Process, the relevant Ward Members must:

- Submit comments within the consultation period,
- Comments have to be positive or negative, and contrary to the 'minded to' recommendation of officers e.g. if a ward member supports and the recommendation is one of refusal.

The Referral Process cannot be triggered by relevant Ward Members if:

- The relevant ward members do not submit comments,
- The comments are submitted after the closure of the consultation period,
- Comments are aligned with the 'minded to' recommendation of officers e.g. if a ward member supports and the recommendation is one of approval.

Note – Even when there are no comment from the Ward Member(s) and/or their comments don't trigger the process, the Referral Process can be (and often is) still triggered by the comments of the Town or Parish Council. The process can also be potentially triggered by the comments of a Statutory Consultee.

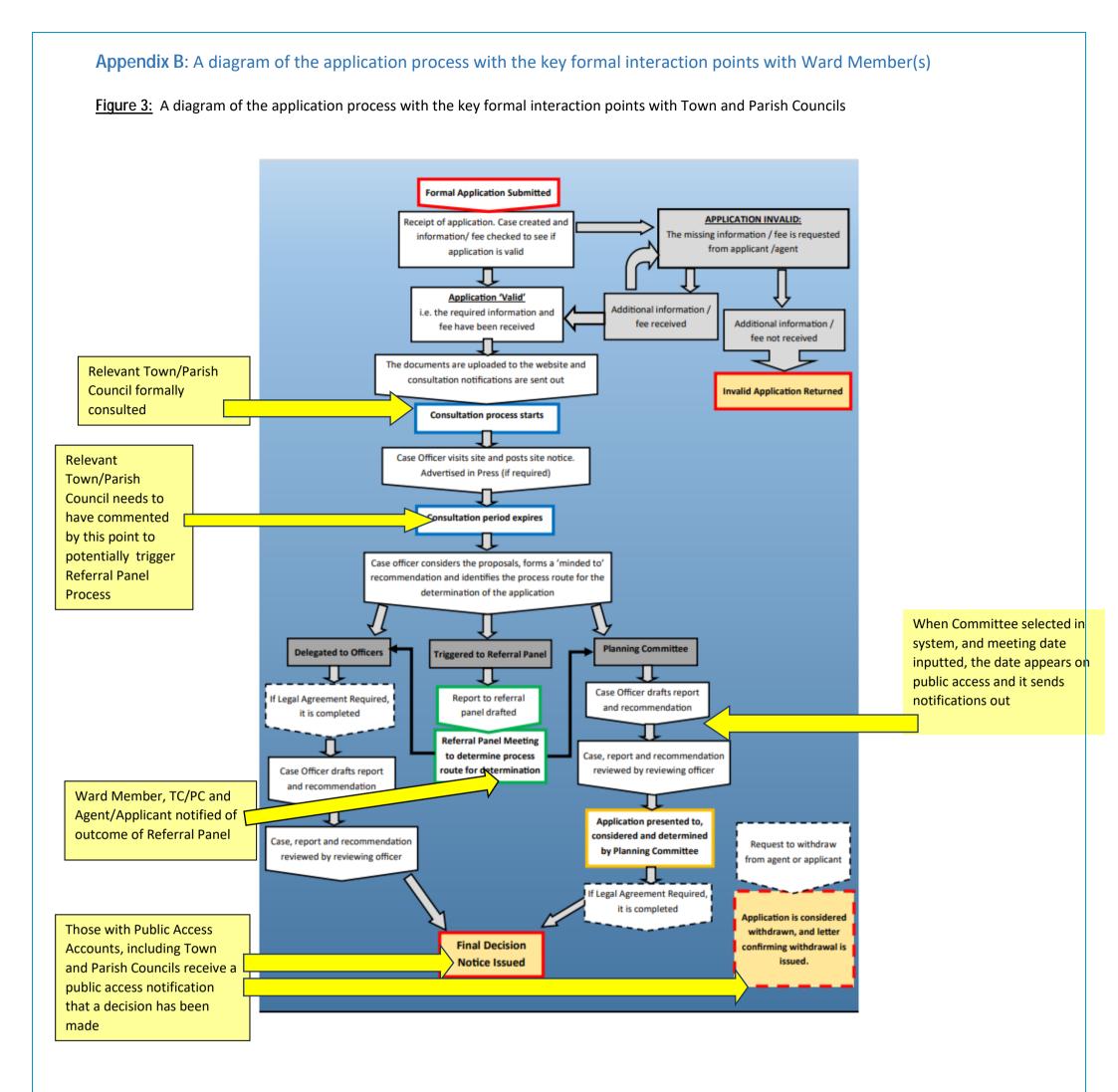


Figure 4: Summary of the way Town and Parish Councils can trigger the Planning Referral Panel Process.

Triggering the Referral Process – comments from Town/Parish Council

In order to trigger the Referral Process, the relevant Town or Parish Council must:

- Submit comments within the consultation period,
- Comments have to be positive or negative, and contrary to the 'minded to' recommendation of officers e.g. if the relevant Town/Parish Council supports and the officer recommendation is one of refusal.

The Referral Process cannot be triggered by Town or Parish Councils if:

- They do not submit comments
- The comments are submitted after the closure of the consultation period,
- Comments are aligned with the 'minded to' recommendation of officers e.g. if the relevant Town or Parish Council supports and the recommendation is one of approval.
- The comments are neutral e.g.

Note – the Referral Process can still be triggered by the Ward Member or a statutory consultee, even if the Town/Parish Council doesn't trigger the process.

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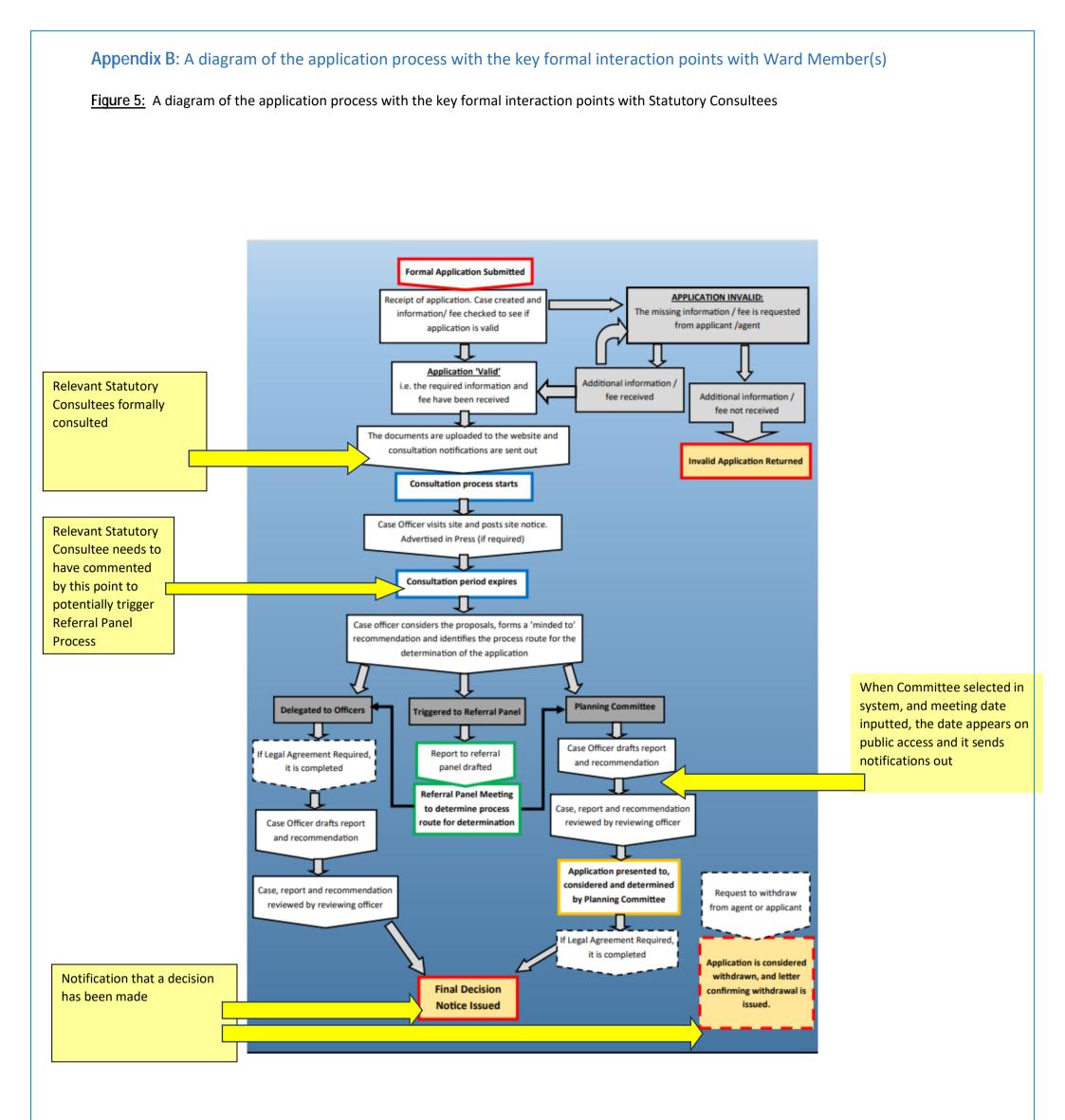


Figure 6: Summary of the way Statutory Consultees can trigger the Planning Referral Panel Process.

Triggering the Referral Process – comments from Statutory Consultee

In order to trigger the Referral Process, a relevant statutory consultee must:

- Submit comments within the consultation period,
- Comments have to be positive or negative, and contrary to the 'minded to' recommendation of officers e.g. if the relevant statutory consultee supports and the officer recommendation is one of refusal.

The Referral Process cannot be triggered by Statutory consultee if:

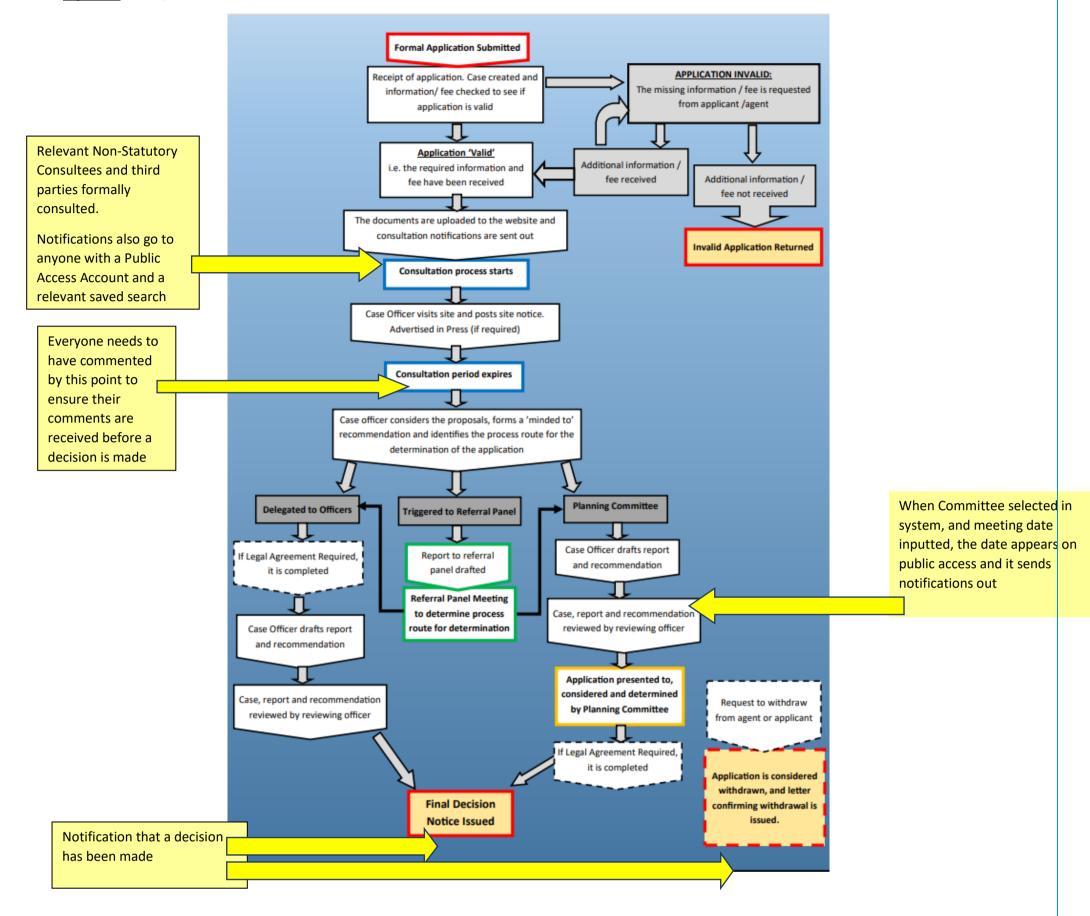
- They do not submit comments
- The comments are submitted after the closure of the consultation period,
- Comments are aligned with the 'minded to' recommendation of officers e.g. if the relevant statutory consultee supports and the recommendation is one of approval.
- The comments are neutral e.g.

Note – the Referral Process can still be triggered by the Ward Member or a Town/Parish Council, even if a Statutory Consultee doesn't trigger the process.

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Appendix B: A diagram of the application process with the key formal interaction points with Ward Member(s)

Figure 7: A diagram of the application process with the key formal interaction points with Third Parties and non-statutory consultees



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix C: The Planning Referral Panel Protocol





Planning Referral Panel Meeting Protocol / Terms of Reference

This protocol sets out the process/rules for Planning Referral Panel meetings that take place from 1 July 2022 onwards. It follows a process change that was agreed at Strategic Planning Committee on 6 June 2022 and allows for Ward Members to attend the Planning Referral Panel meetings to confirm if the item as presented is factually correct.

Ward Members can attend the Planning Referral Panel meetings, even if they have not responded/provided comments during the consultation process on the relevant application. However, they must recognise that this is not an opportunity for them to repeat the comments of local residents or their own views. They must respond, if required, solely to matters of fact related to material planning considerations relevant to the planning application.

If Ward Members wish their own views to be known these should be submitted during the consultation process earlier in the application process either via the <u>public access system</u> or via email to <u>planning@eastsuffolk.gov.uk</u>, so that they can be logged on the case file and officers made aware of their views. Comments should not be submitted as Teams messages. If/when written comments are submitted from Ward Members, they are provided to the Panel within the Officer Report. Comments received after the consultation period will still be considered but in accordance with the constitution but will not trigger the Referral Process.

Prior to the Meeting

On the last working day of the week prior to the meeting (usually a Friday, with the exception of Bank Holidays), the Panel Members, Portfolio Holder and Vice-Portfolio Holder shall be sent a copy of the officer report and PowerPoint slides for the presentation at the meeting. This will take place via a Teams chat message with link to the documents.

On the same day a notification of the Agenda/items scheduled for the next meeting shall be posted on the 'Teams' chat 'Notification of Upcoming Planning Referral Panel meetings'.

Any Ward members (other than the Panel Members, the Portfolio Holder and Vice-Portfolio holder) wishing to attend the meeting shall respond to the message to confirm their wish to

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:

- 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 it 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. 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.

Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix D: A screenshot of the "Notification of Upcoming Planning Referral Panel meetings" Teams chat, showing the type of notification all ward members receive every week.



Appendix D: A screenshot of the "Notification of Upcoming Planning Referral Panel Meetings" Teams chat, showing the type of notification all ward members receive every week

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Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix E: The numbers, proportions and scale of applications at the Planning Referral Panel between 1 April 2022 and 31 March 2023



Figure 1: The Percentage of Referral Panel Items in the North/South Areas between 1 April 2022 and 31 March 2023

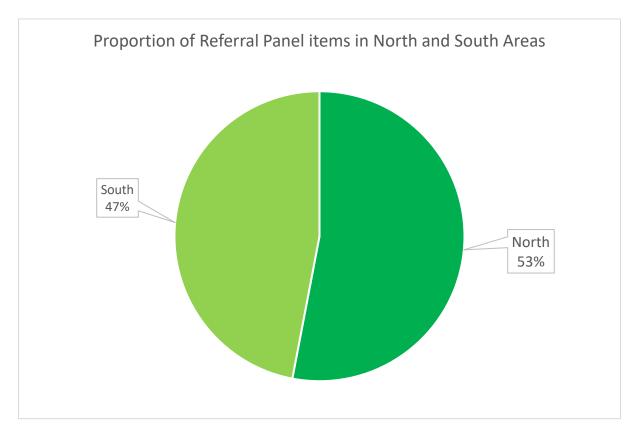


Figure 2: The number of Majors, Minors and Others at Referral Panel between 1 April 2022 and 31 March 2023

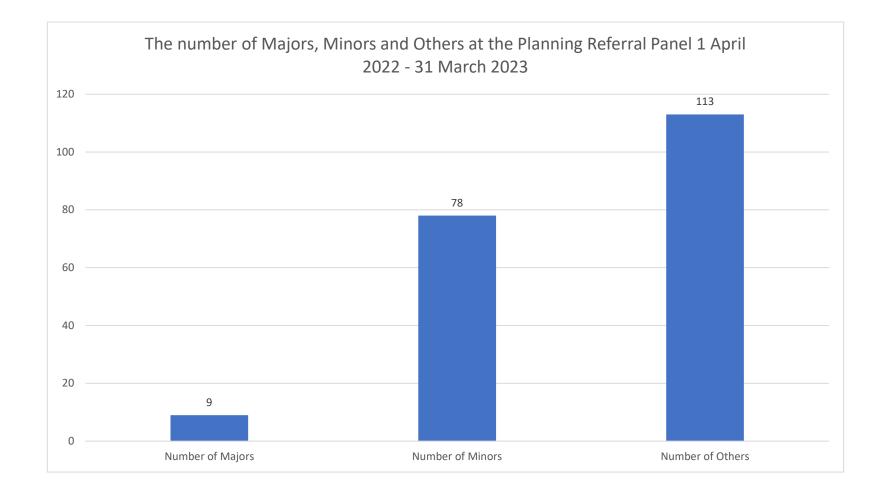


Figure 3: The percentage of items that were Majors, Minors and Others at Referral Panel between 1 April 2022 and 31 March 2023

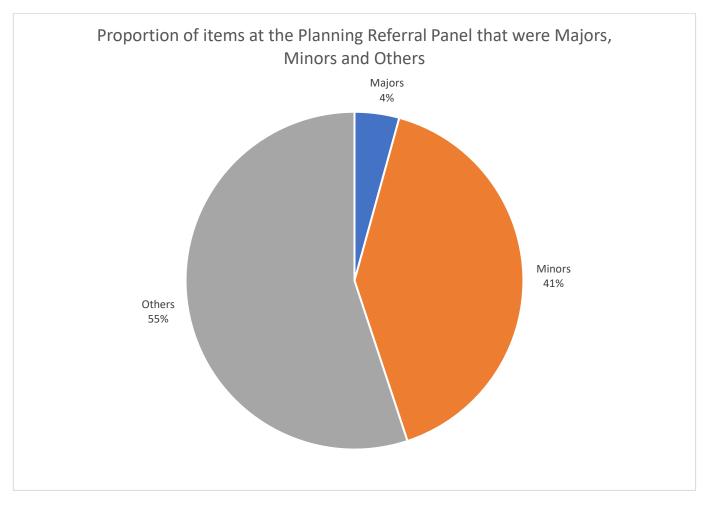


Figure 4: The Percentage of Majors, Minors and Others within the North Area at Referral Panel between 1 April 2022 and 31 March 2023

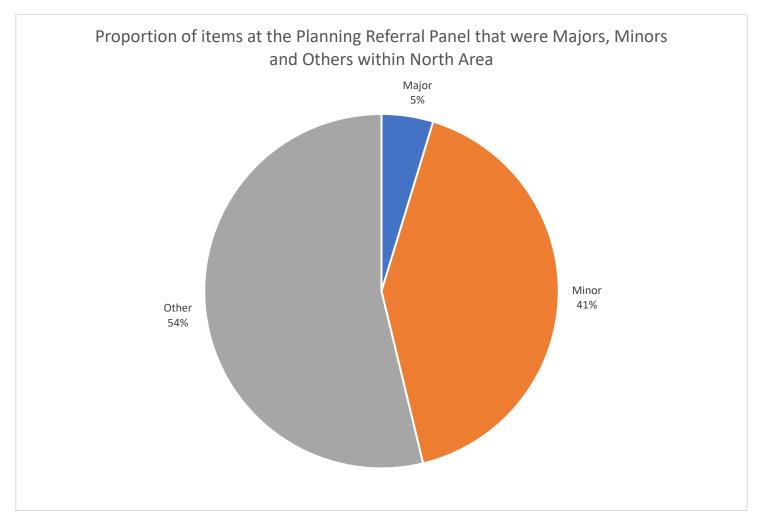


Figure 5: The Percentage of Majors, Minors and Others within the South Area at Referral Panel between 1 April 2022 and 31 March 2023

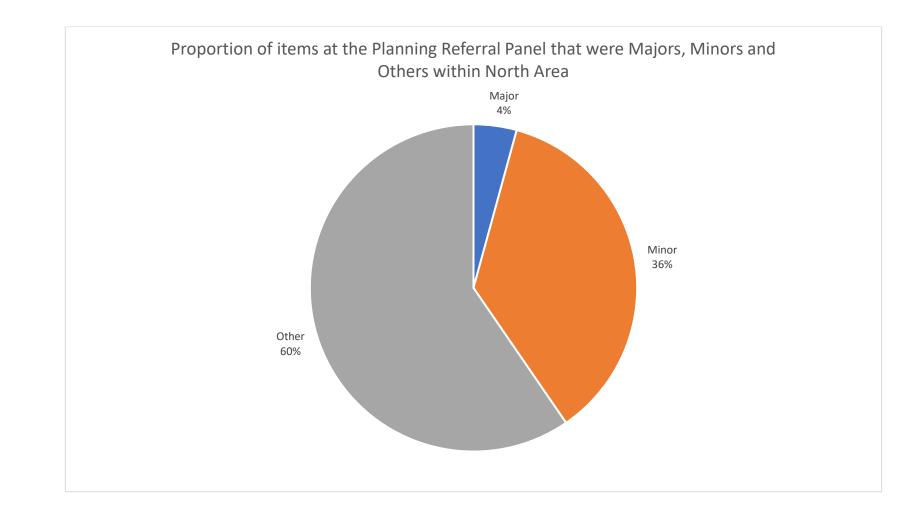


Figure 6: The Number of Majors, Minors and Others within each North Area Ward at Referral Panel between 1 April 2022 and 31 March 2023

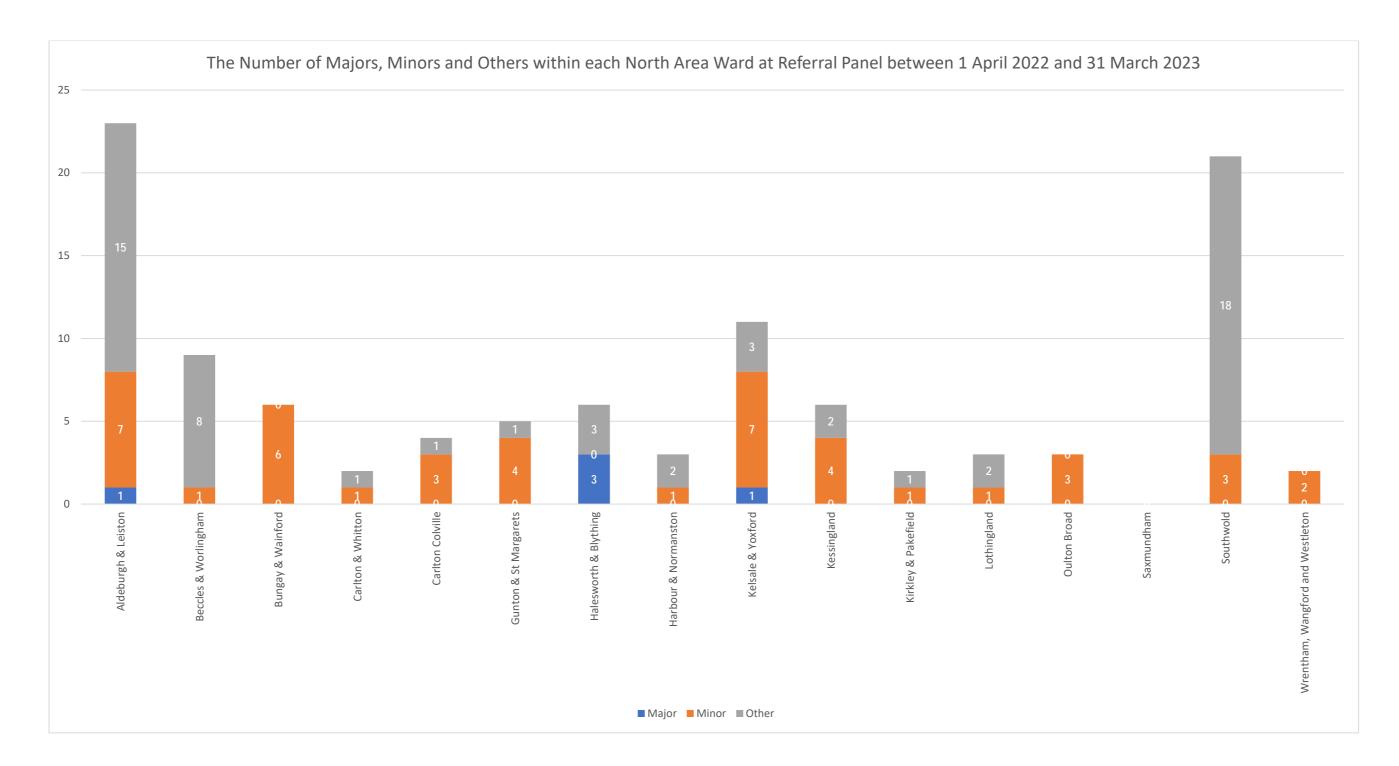
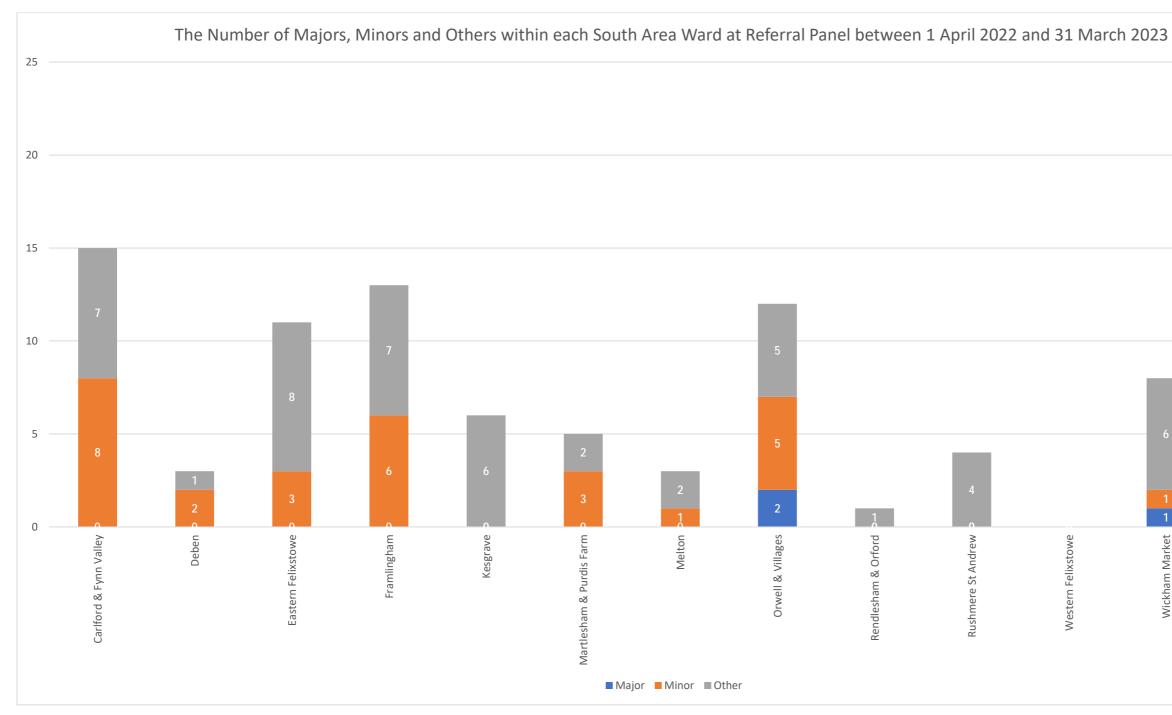


Figure 7: The Number of Majors, Minors and Others within each South Area Ward at Referral Panel between 1 April 2022 and 31 March 2023



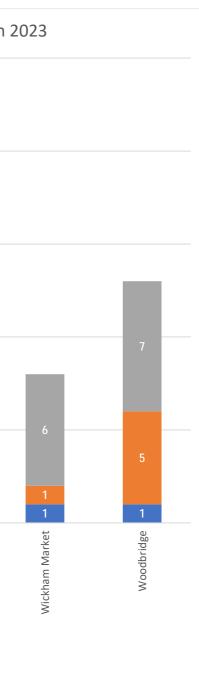
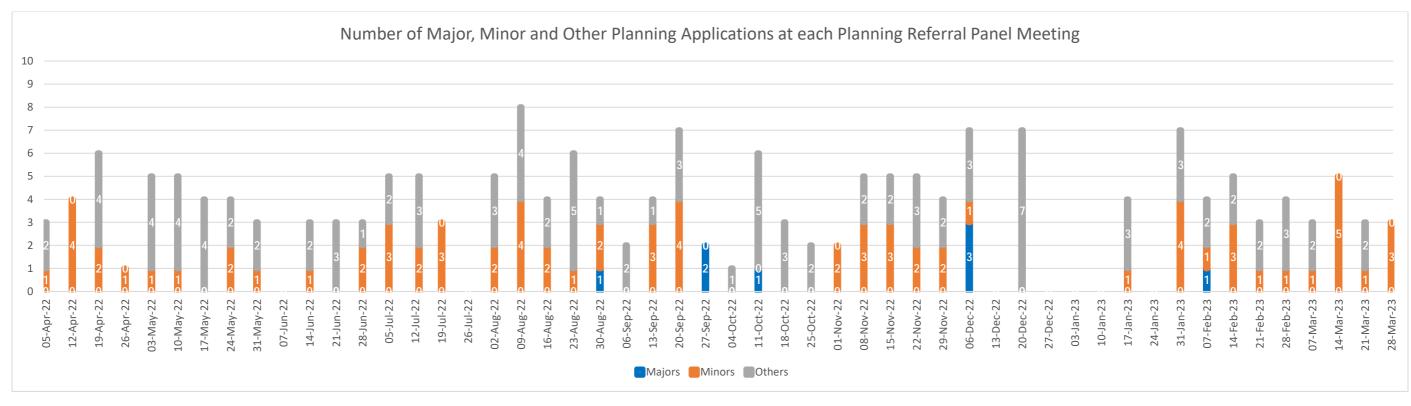
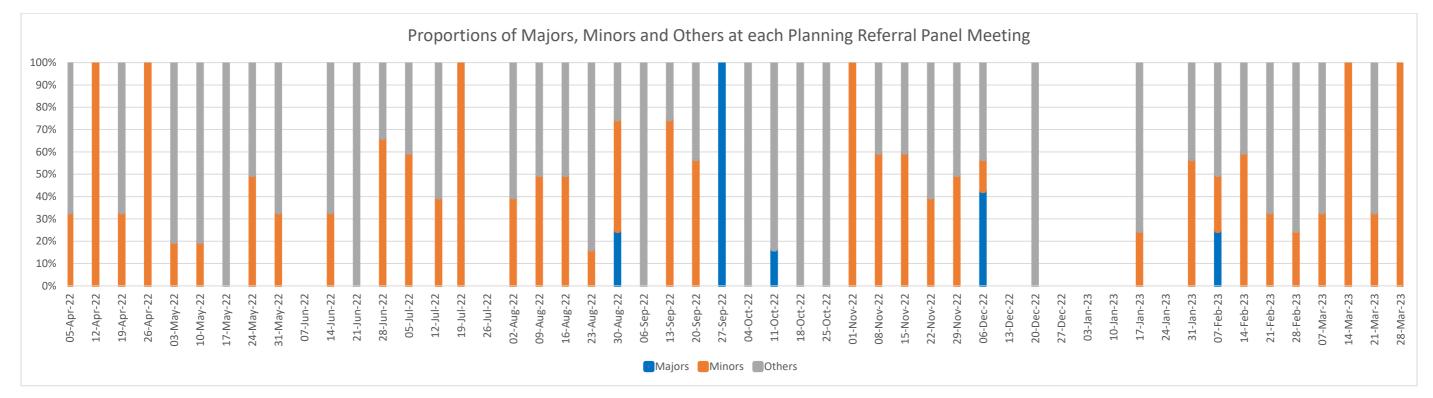


Figure 7: The Number of Majors, Minors and Others at each meeting of the Referral Panel between 1 April 2022 and 31 March 2023





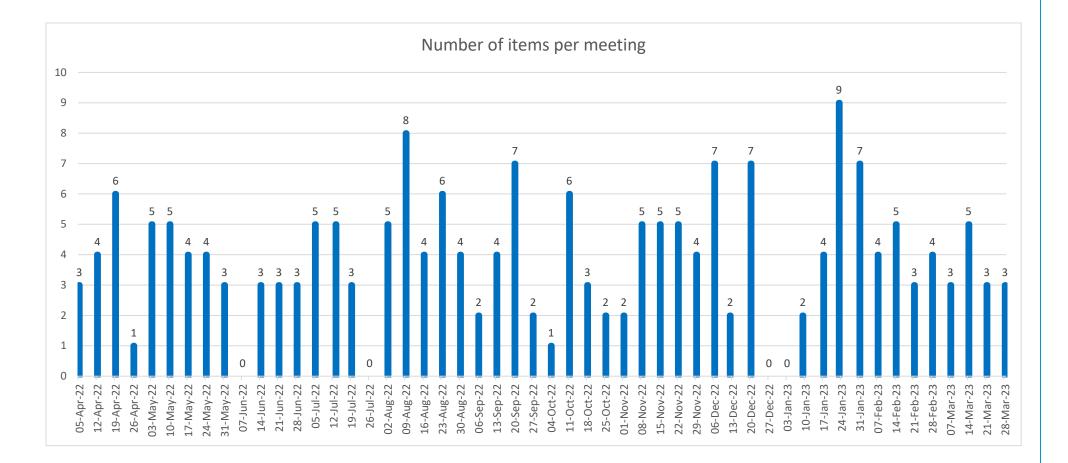


Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix F: The numbers of items for each ward at each of the Referral Panel meetings between 1 April 2022 and 31 March 2023:



Figure 1: The number of items per Planning Referral Panel Meeting between 1 April 2022 and 31 March 2023



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Figure 2: The Proportion of items from each Ward at each meeting between 1 April 2022 and 31 March 2023 (actual numbers shown by ward in Figures 3-31)



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Figure 3: The number of items from Aldeburgh and Leiston Ward at each meeting between 1 April 2022 and 31 March 2023

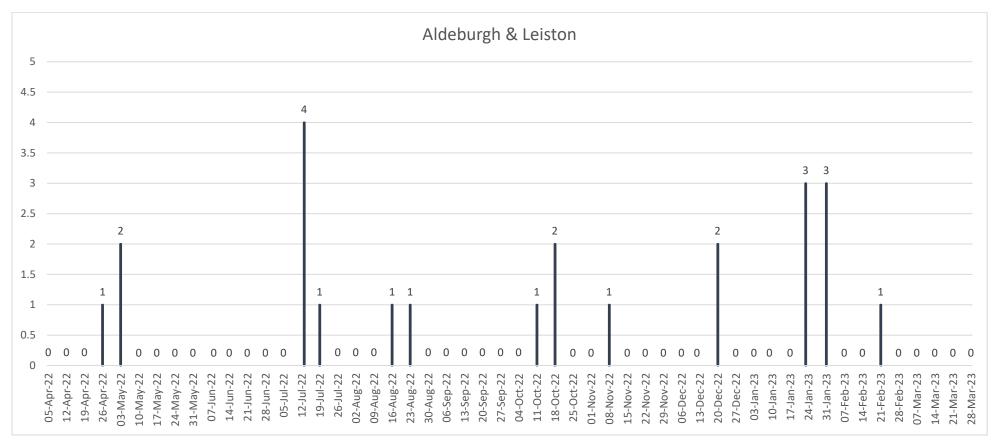
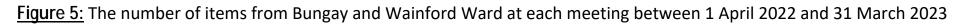


Figure 4: The number of items from Beccles and Worlingham Ward at each meeting between 1 April 2022 and 31 March 2023x

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Figure 6: The number of items from Carlford and Fynn Valley Ward at each meeting between 1 April 2022 and 31 March 2023

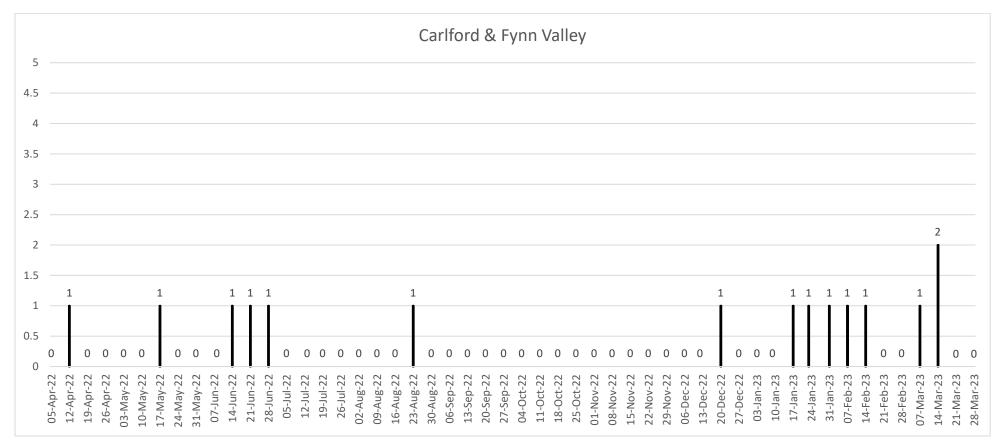
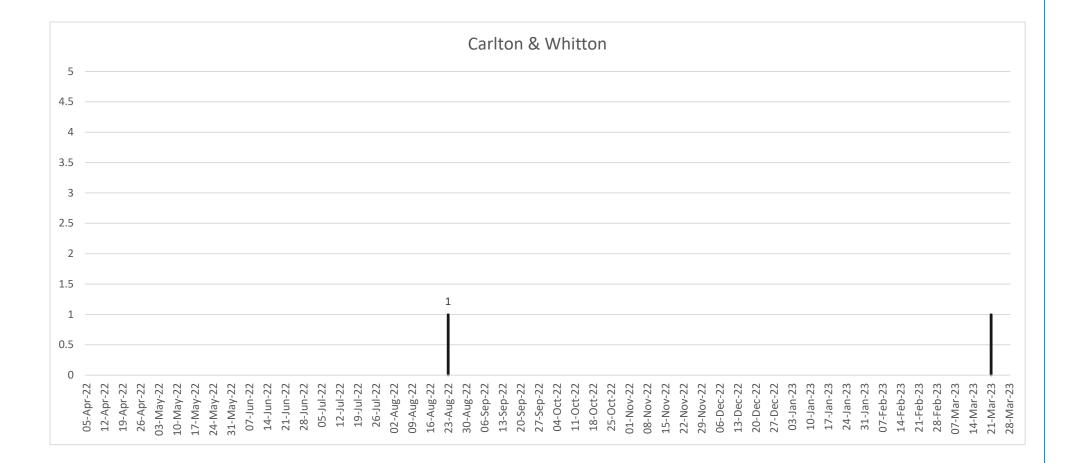
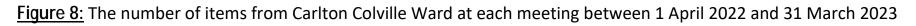


Figure 7: The number of items from Carlton and Whitton Ward at each meeting between 1 April 2022 and 31 March 2023





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Figure 9: The number of items from Deben Ward at each meeting between 1 April 2022 and 31 March 2023

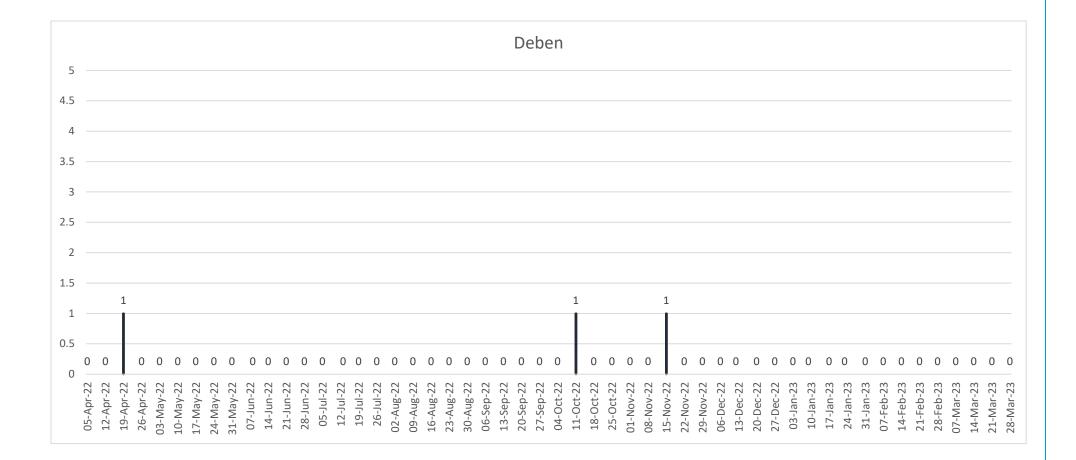


Figure 10: The number of items from Eastern Felixstowe Ward at each meeting between 1 April 2022 and 31 March 2023

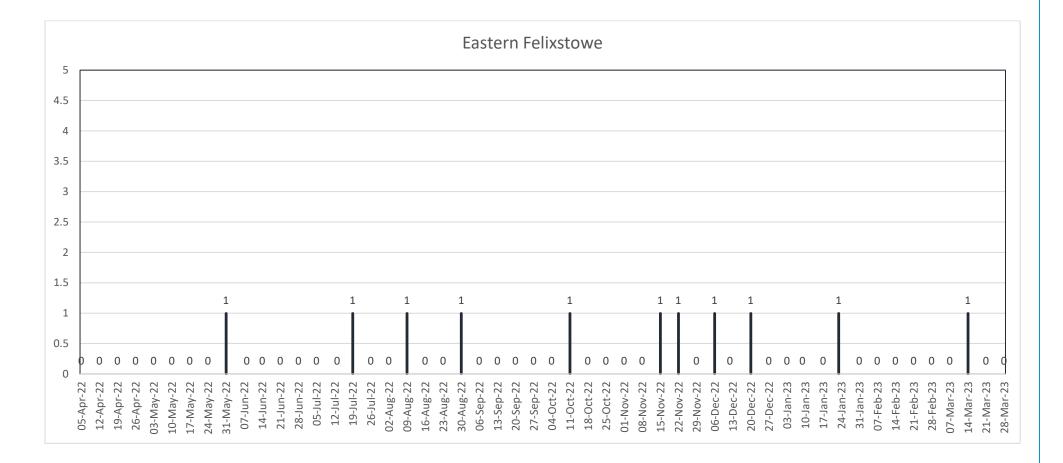


Figure 11: The number of items from Framlingham Ward at each meeting between 1 April 2022 and 31 March 2023

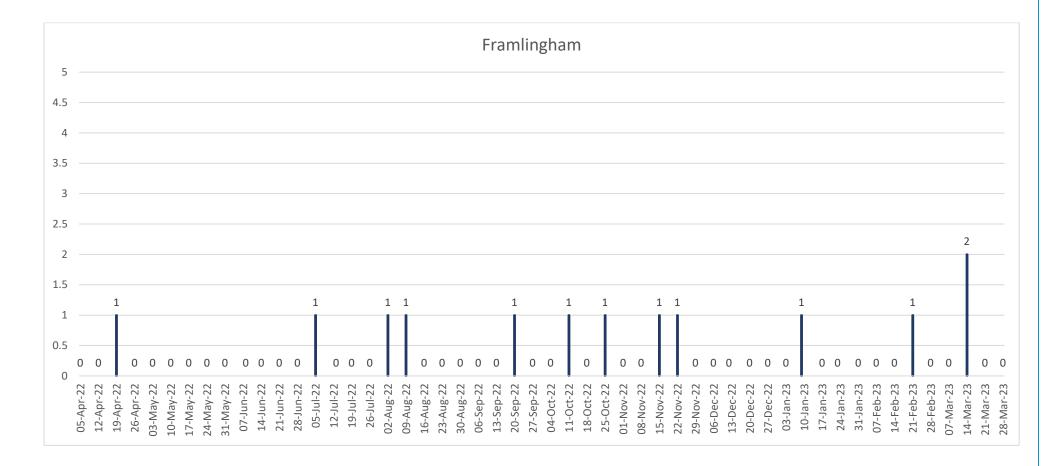


Figure 12: The number of items from Gunton & St Margarets Ward at each meeting between 1 April 2022 and 31 March 2023

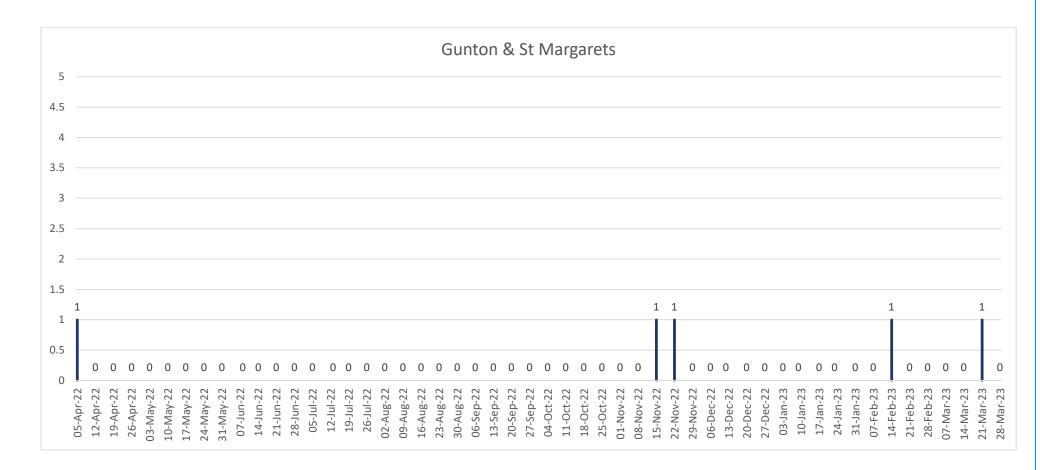


Figure 13: The number of items from Halesworth & Blything Ward at each meeting between 1 April 2022 and 31 March 2023

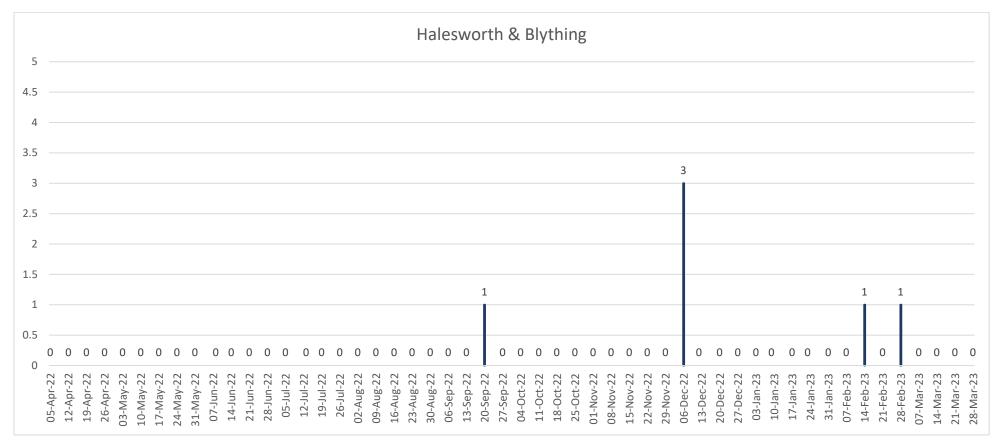
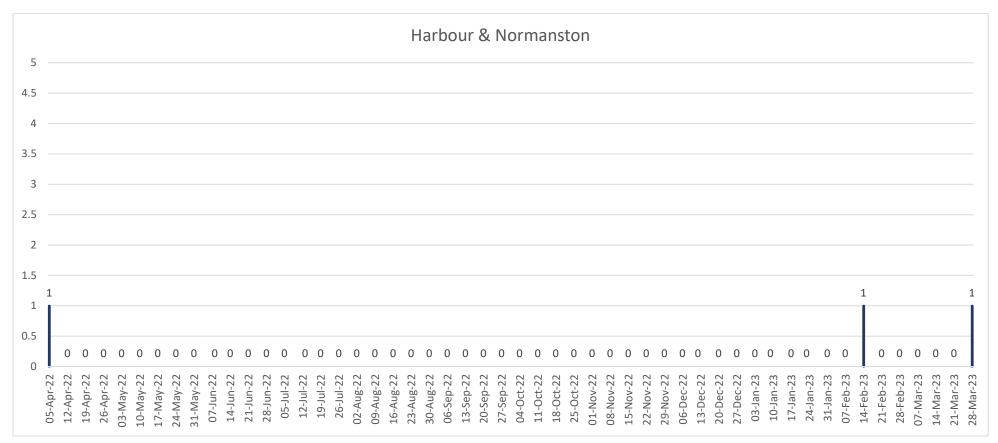
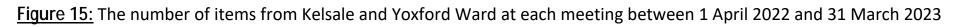
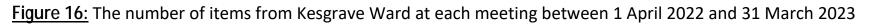


Figure 14: The number of items from Harbour and Normanston Ward at each meeting between 1 April 2022 and 31 March 2023

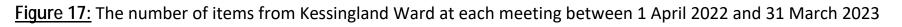




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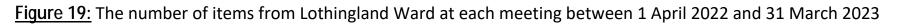
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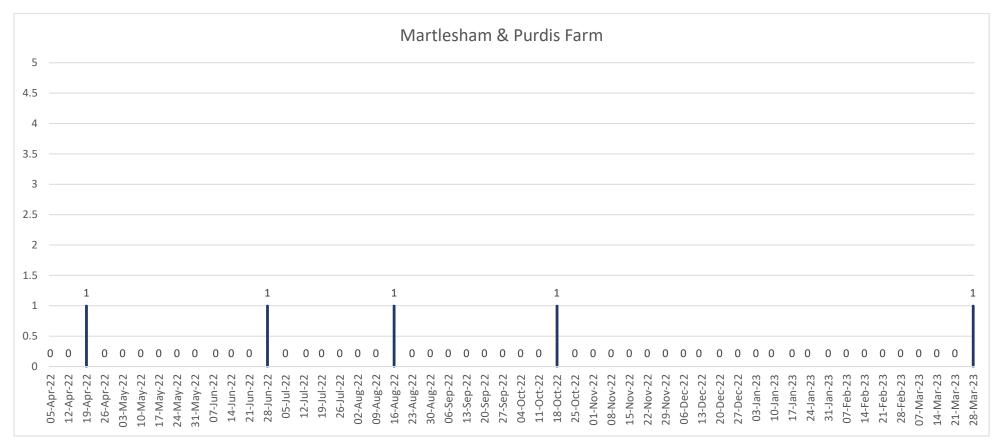
Figure 18: The number of items from Kirkley and Pakefield Ward at each meeting between 1 April 2022 and 31 March 2023

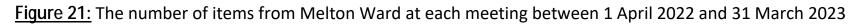
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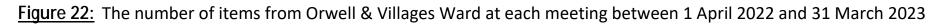
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Figure 20: The number of items from Martlesham & Purdis Farm Ward at each meeting between 1 April 2022 and 31 March 2023

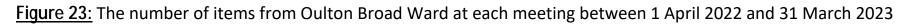




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Figure 24: The number of items from Rendlesham and Orford Ward at each meeting between 1 April 2022 and 31 March 2023

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Figure 25: The number of items from Rushmere St Andrew Ward at each meeting between 1 April 2022 and 31 March 2023

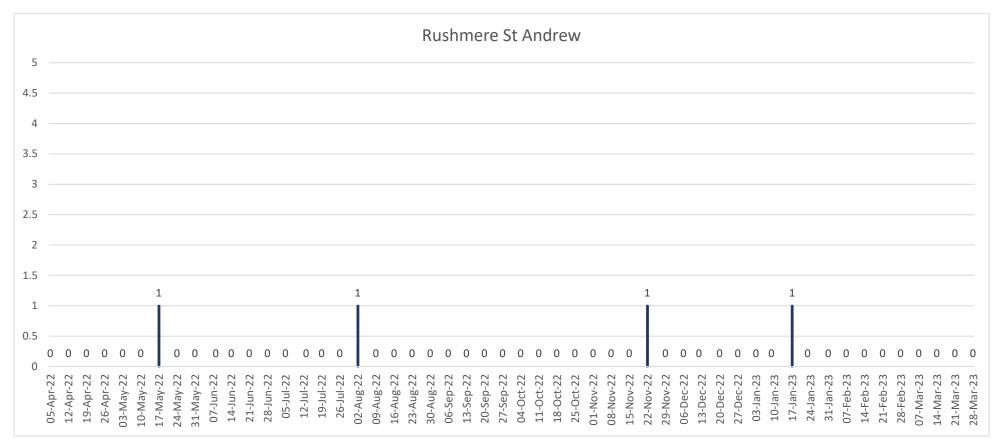


Figure 26: The number of items from Saxmundham Ward at each meeting between 1 April 2022 and 31 March 2023

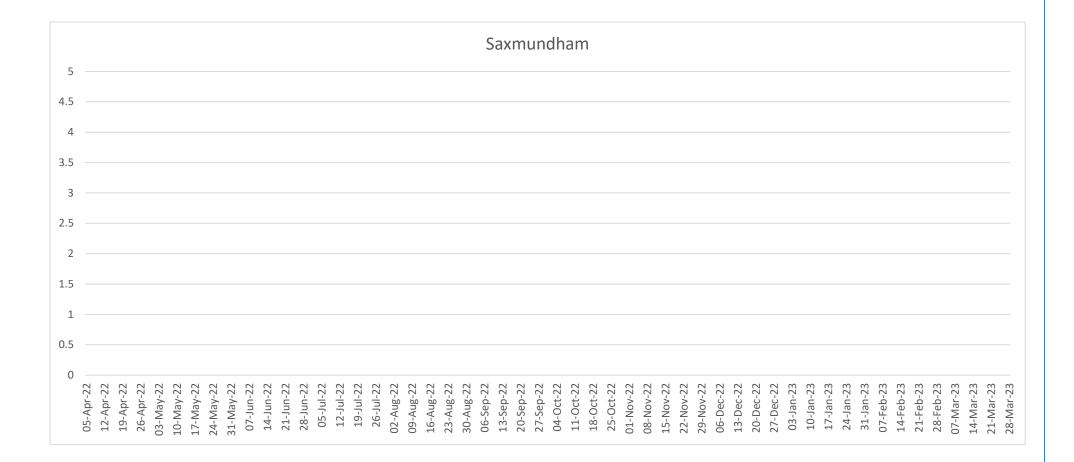
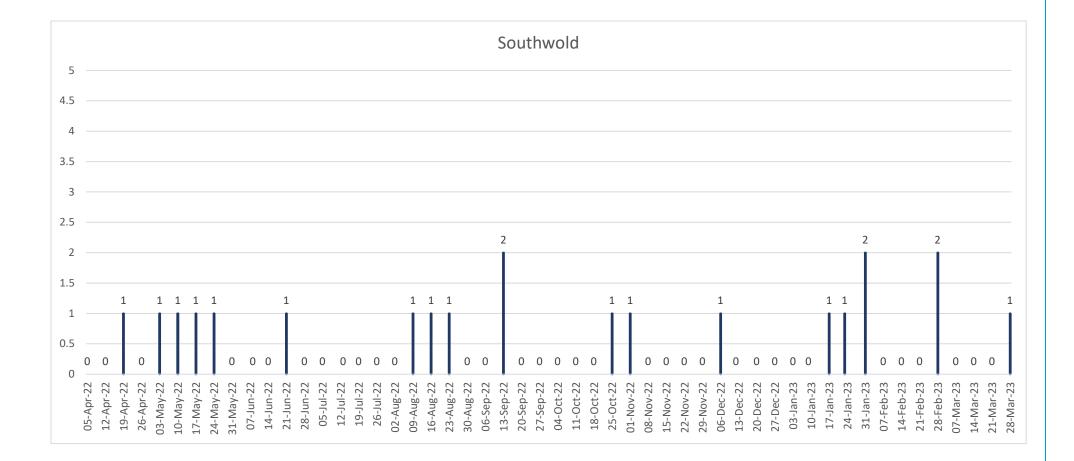
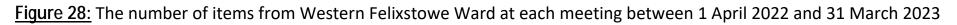


Figure 27: The number of items from Southwold Ward at each meeting between 1 April 2022 and 31 March 2023





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Figure 29: The number of items from Wickham Market Ward at each meeting between 1 April 2022 and 31 March 2023



Figure 30: The number of items from Woodbridge Ward at each meeting between 1 April 2022 and 31 March 2023



Figure 31: The number of items from Wrentham, Wangford and Westleton Ward at each meeting between 1 April 2022 and 31 March 2023

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Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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



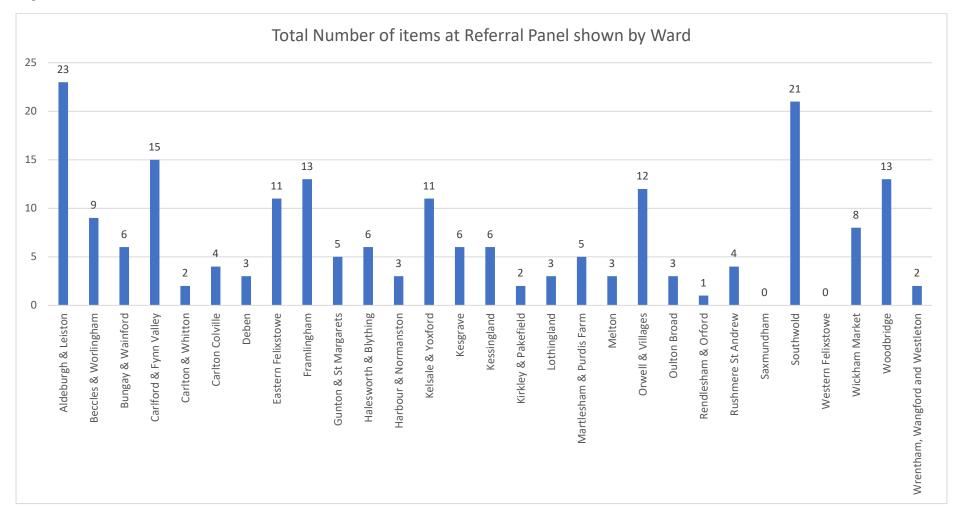
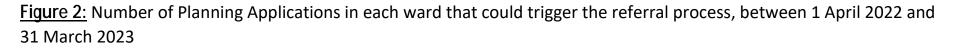
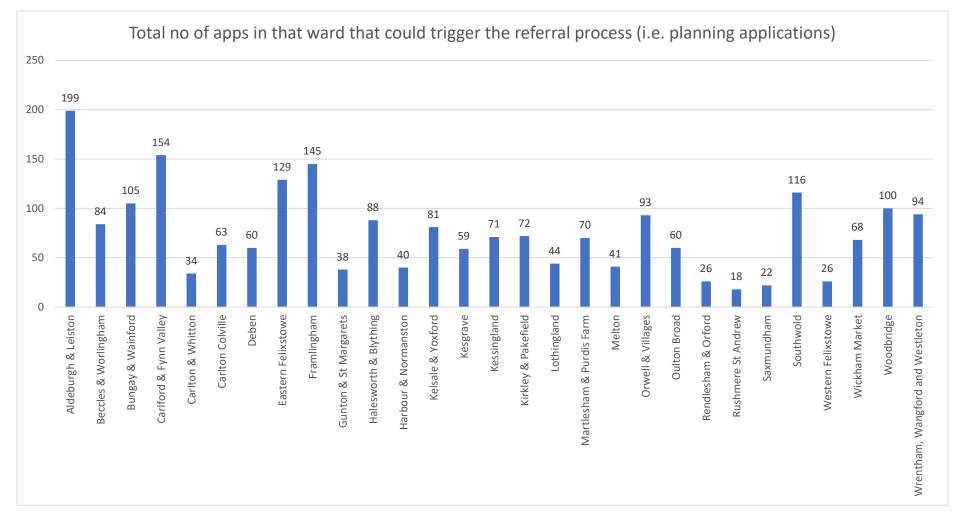


Figure 1: Number of items at Referral Panel (by Ward) between 1 April 2022 and 31 March 2023





<u>Figure 3:</u> 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 2022 and 31 March 2023

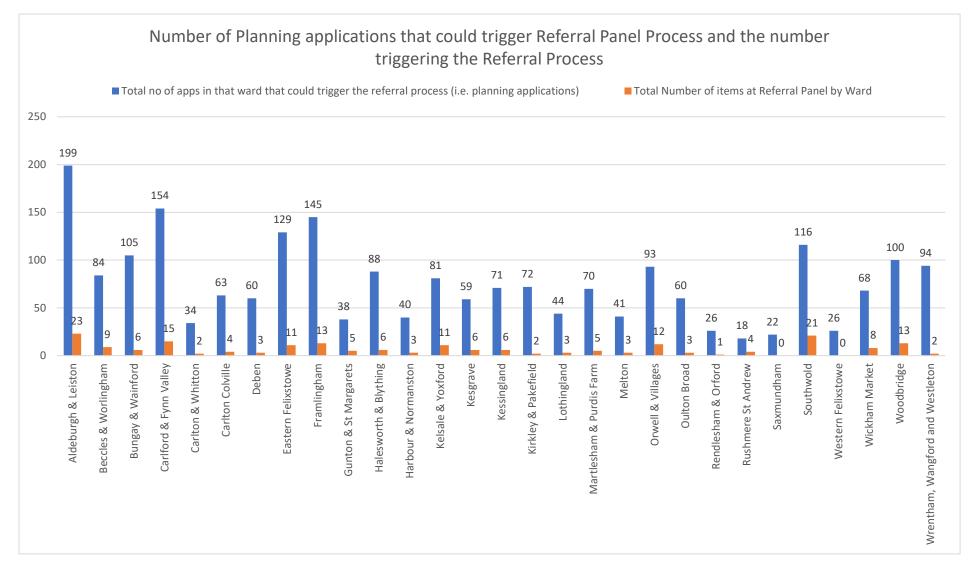
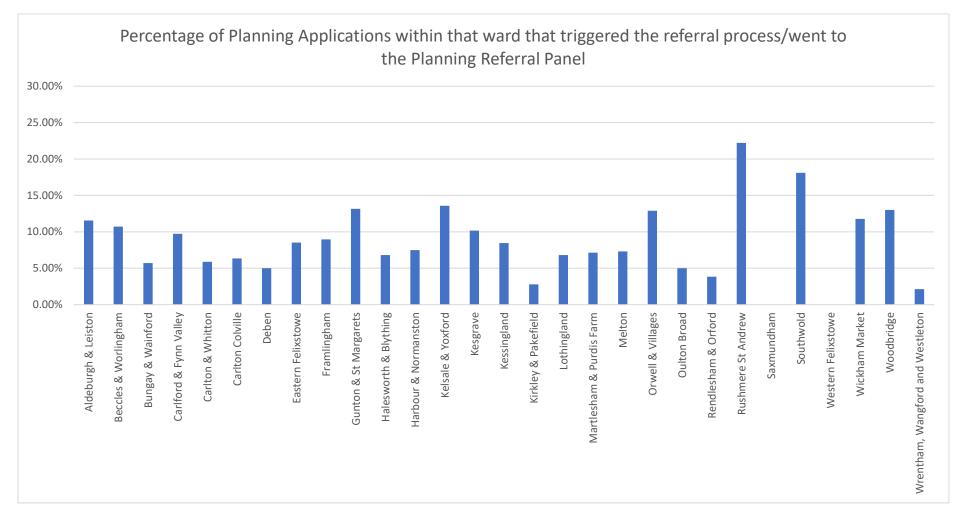


Figure 4: Percentage of Planning Applications that have triggered the Referral Panel (by ward in alphabetical order) between 1 April 2022 and 31 March 2023



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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



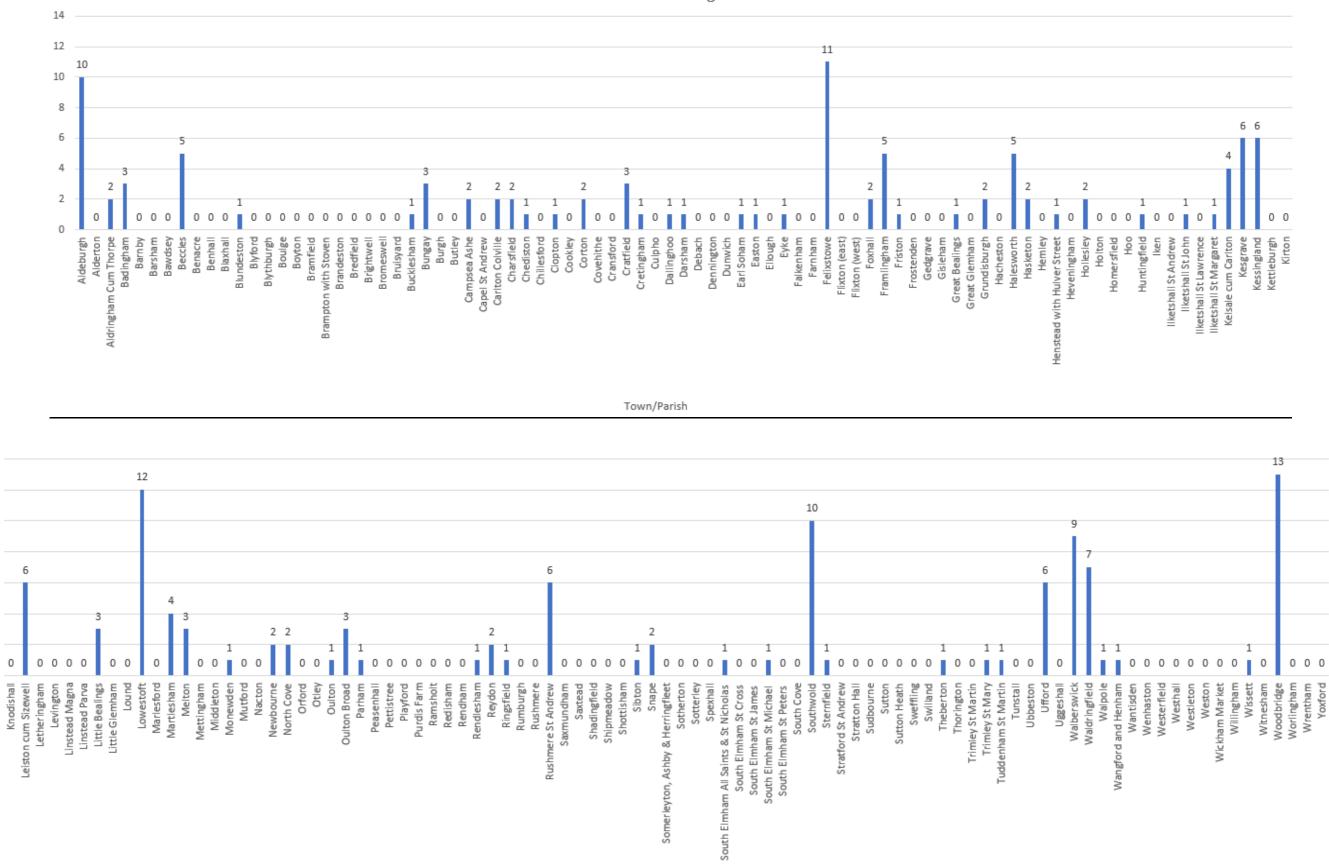
Appendix H: The numbers of Planning Applications at the Planning Referral Panel, shown by Town/Parish

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Figure 1: The number of items at the Referral Panel shown by Town/Parish between 1 April 2022 and 31 March 2023

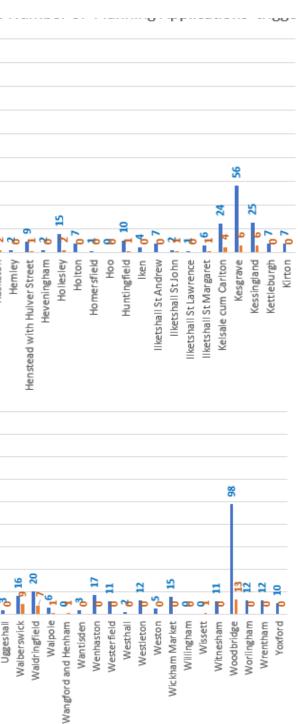


Number of items at the Planning Referral Panel

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

180 3 160 140 120 100 80 61 2 60 38 40 2 9 2 20 0 lixton (east) lixton (west) deburgh Cratfield Campsea Ash Capel St Andre Carlton Colvil Blvfo Cookl Covehith Cransfor Blaxh Culp Chillesfo Great Bealir Great Glemha Frist Haleswo Hasket Clop Cretingh Felixsto amlingh Grundisbu Haches Ē Dars Falken Farnt Charsf Chedi: roster Gedg Gisle à Dallin 2 EarlS Total number of 'Planning Applications' this year Number of items at Referral Panel 180 160 140 120 100 80 8 60 2 40 σ, 2 2 20 0 Marlesfor Martleshar Melto ettistre Playfo dis Far th Co St Ma Middlet horingt St Mar Little Beali ĕ Mutfi Swills St Mai istead Pa lettingh Nac ę 5 nstead Ma Parl tton Ugge õ łsr Low Gbb le Gler Sa South đ

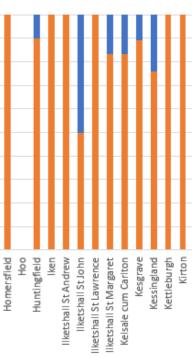
Figure 2: The Number of Planning Applications going through/not going through the Planning Referral Panel Process between 1 April 2022 and 31 March 2023, shown in Town/Parish alphabetical order.

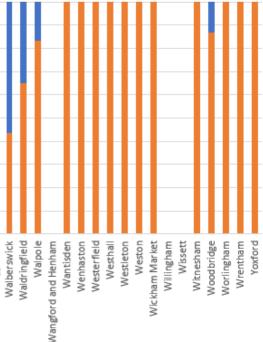


Appendix H: The numbers of Planning Applications at the Planning Referral Panel, shown by Town/Parish

Figure 3: The Proportion of Planning Applications going through/not going through the Planning Referral Panel Process between 1 April 2022 and 31 March 2023, shown by Town/Parish

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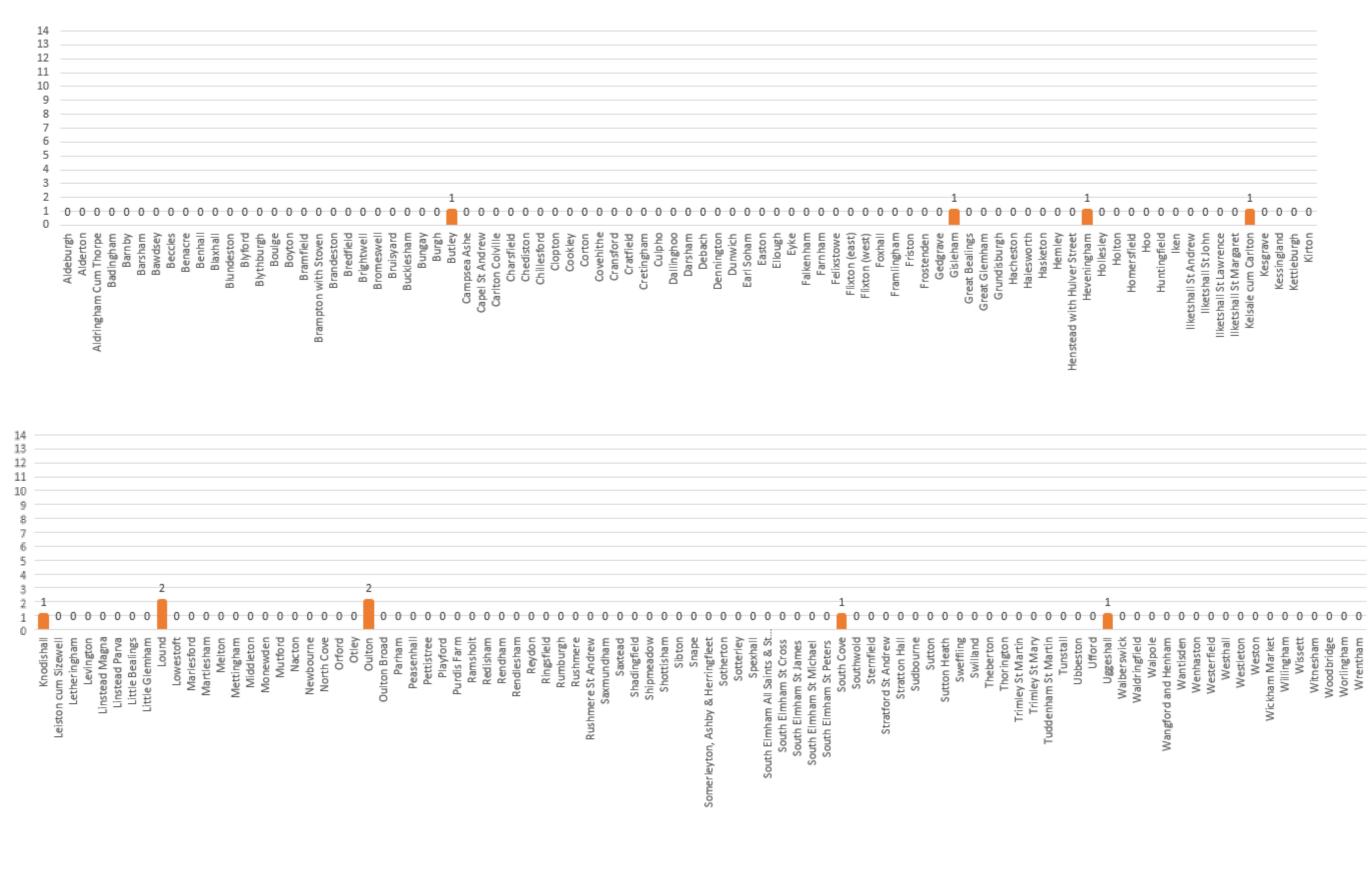


Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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
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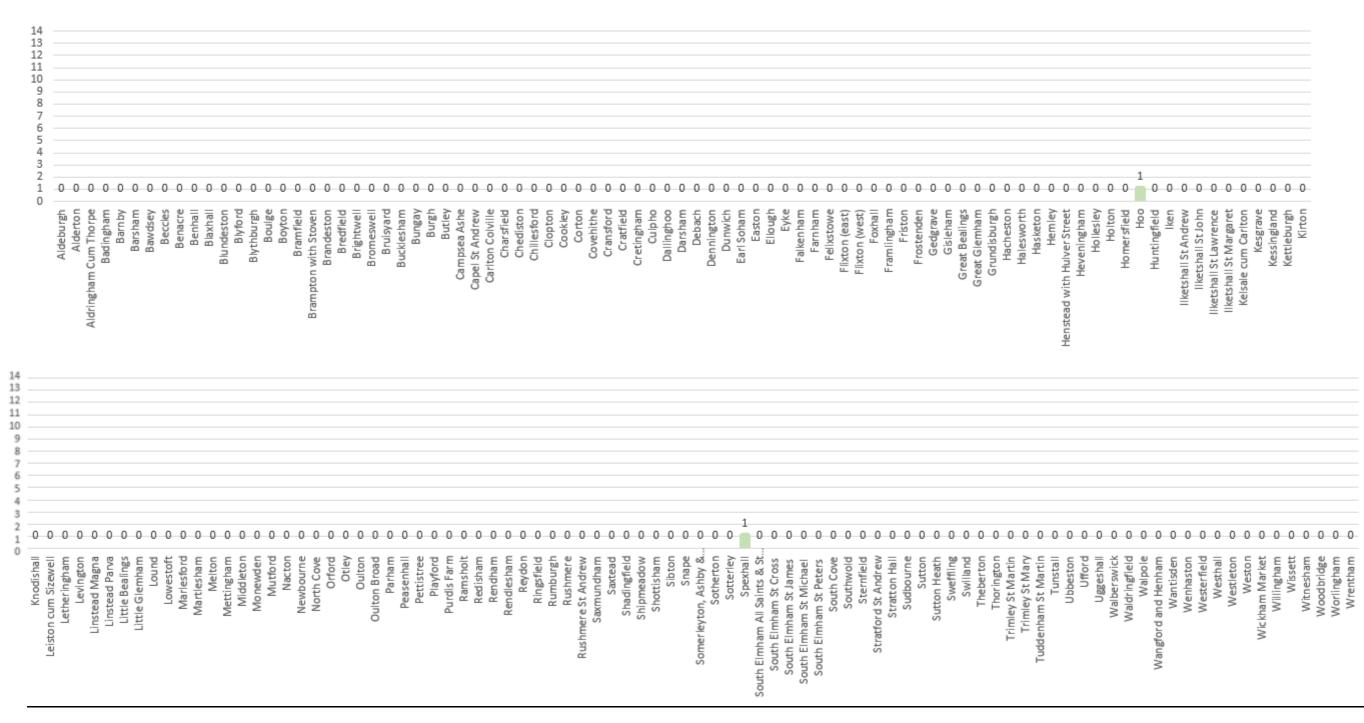


April 2022 – 31 March 2023

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 2022 – 31 March 2023



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 Ap	Figure 3: The number of items at F	lanning Referral Pane	el with Support from re	elevant Ward Member(s),	shown by Town/	Parish for the period 1 Apr
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pril 2022 – 31 March 2023

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 2022 – 31 March 2023

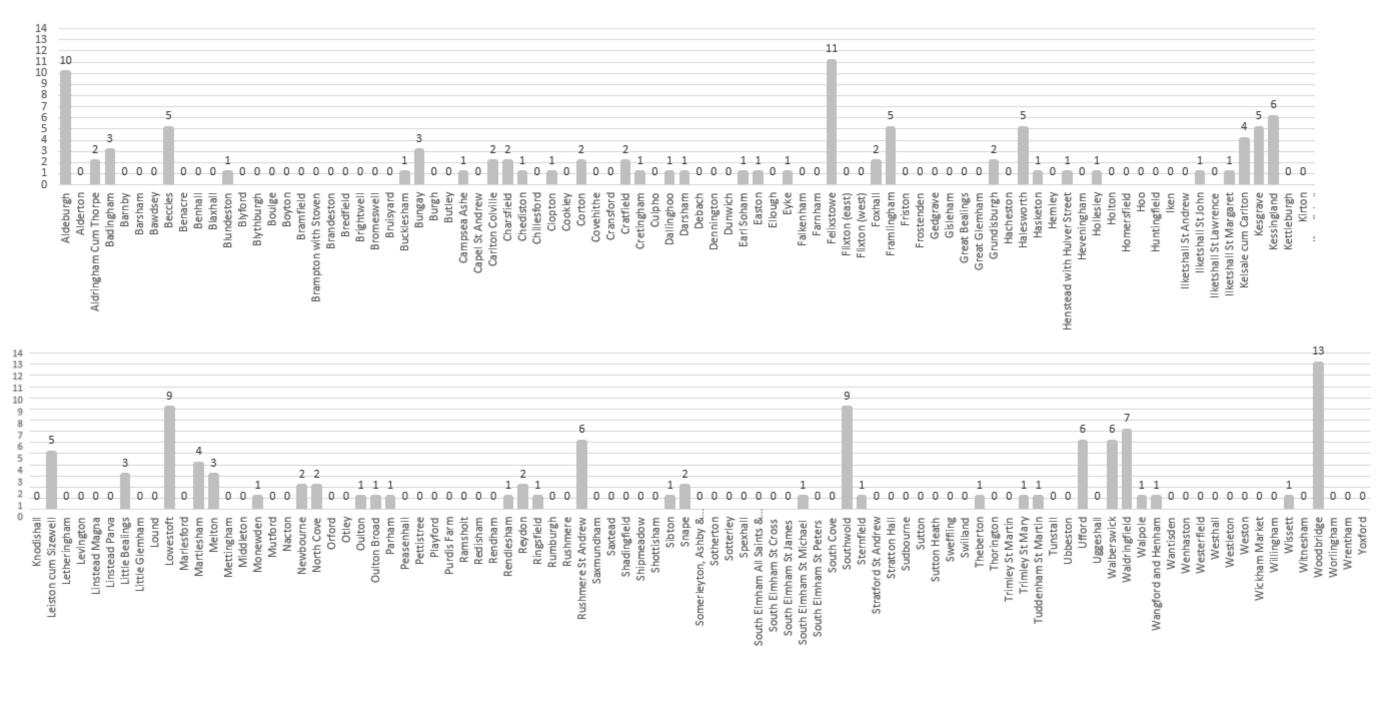
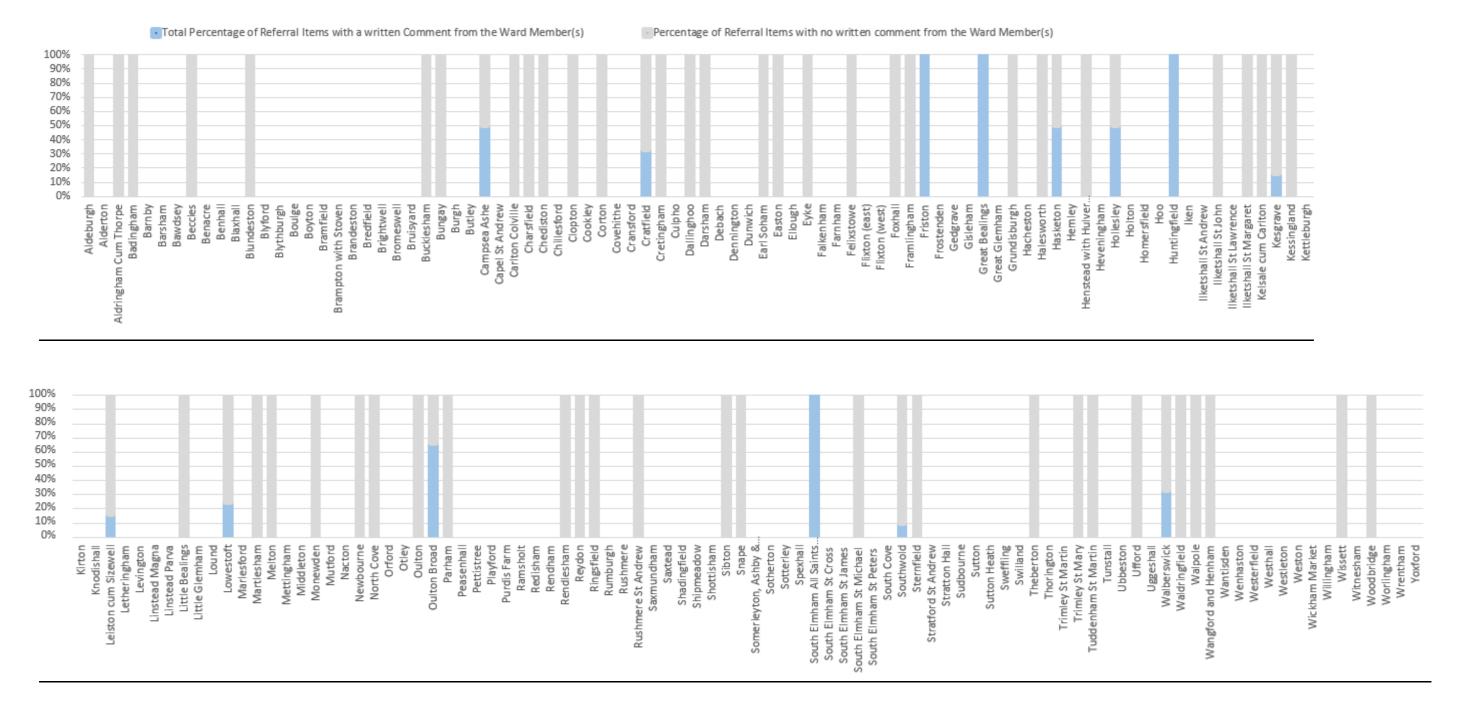


Figure 5: The proportion of items at Planning Referral Panel with or without written comments from relevant Ward Member(s), shown by Town/Parish for the period 1 April 2022 – 31 March 2023



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -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 2022 – 31 March 2023

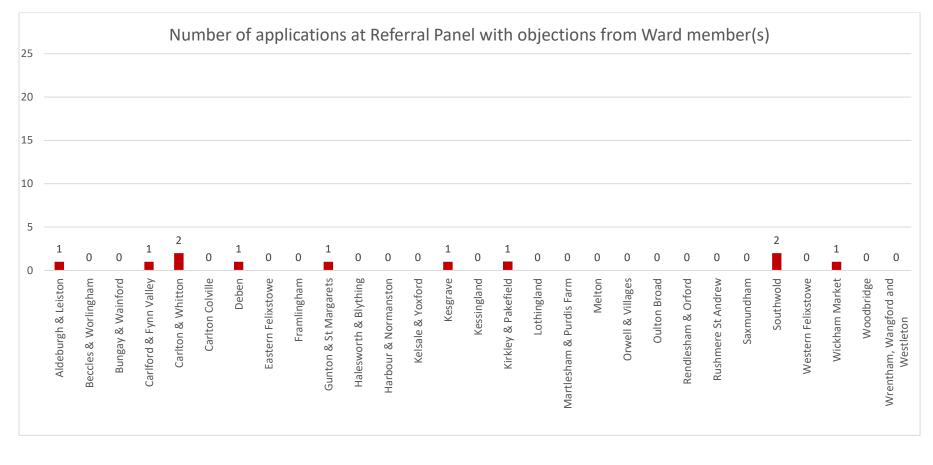
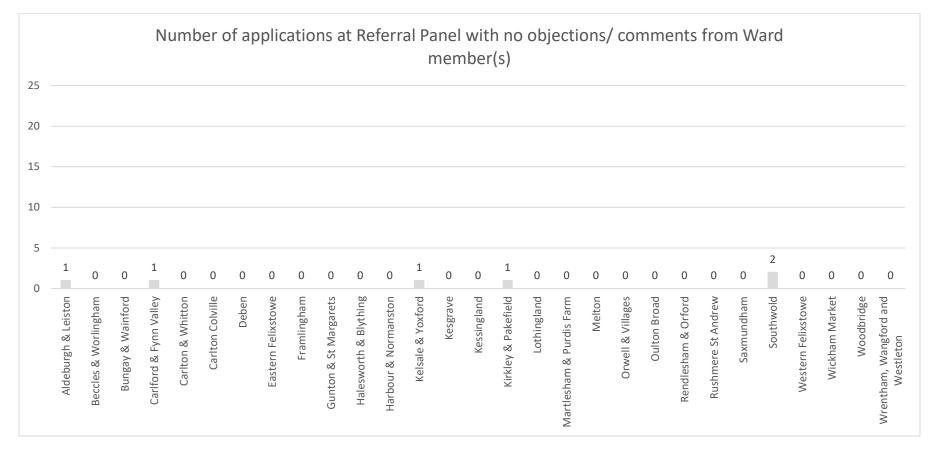
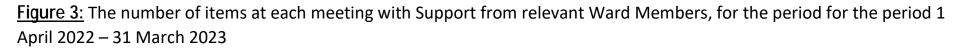


Figure 2: The number of items at each meeting with no Objections/Neutral comments from relevant Ward Members, for the period for the period 1 April 2022 – 31 March 2023





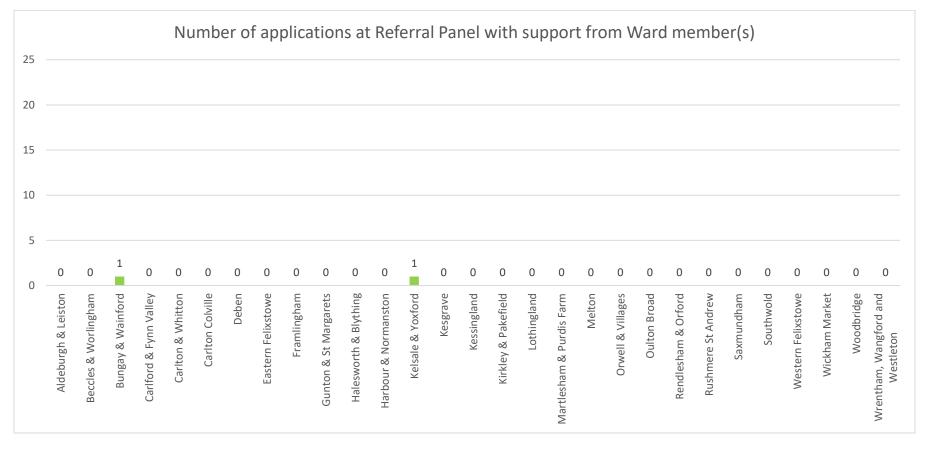


Figure 4: The number of items at each meeting with any form of written comments from relevant Ward Members, for the period for the period 1 April 2022 – 31 March 2023

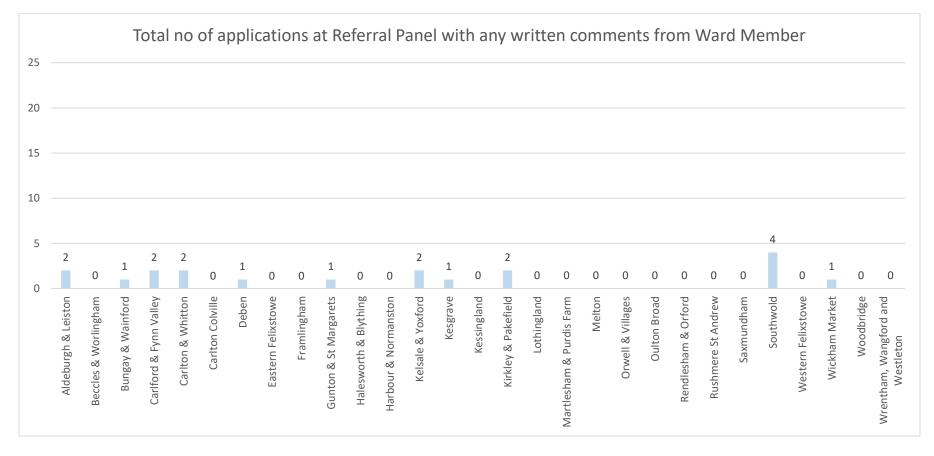
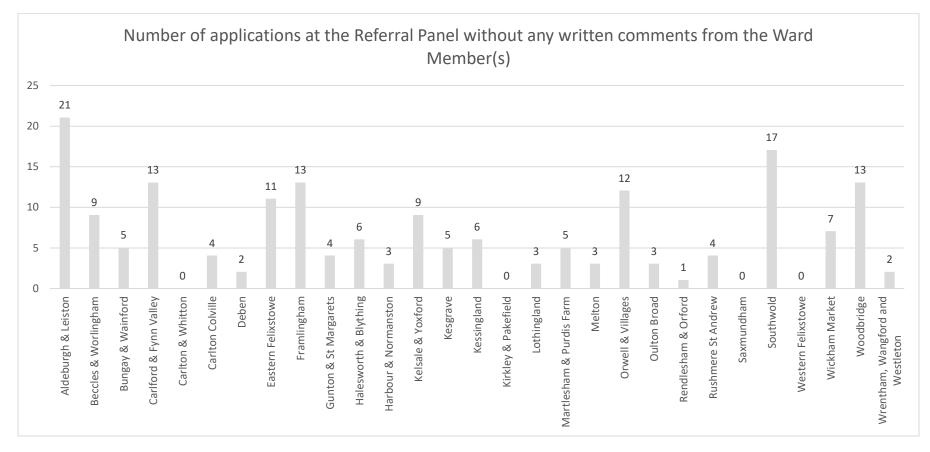
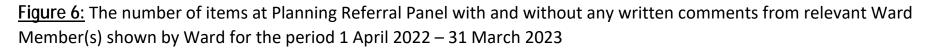
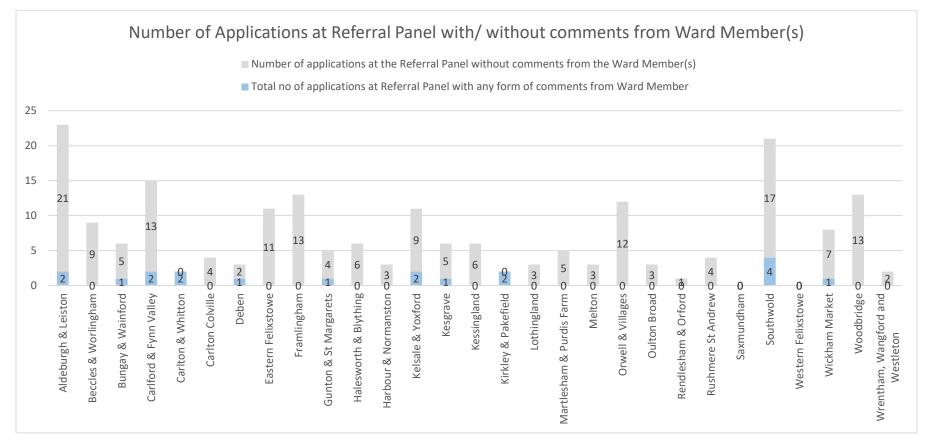
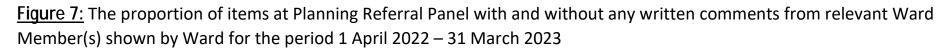


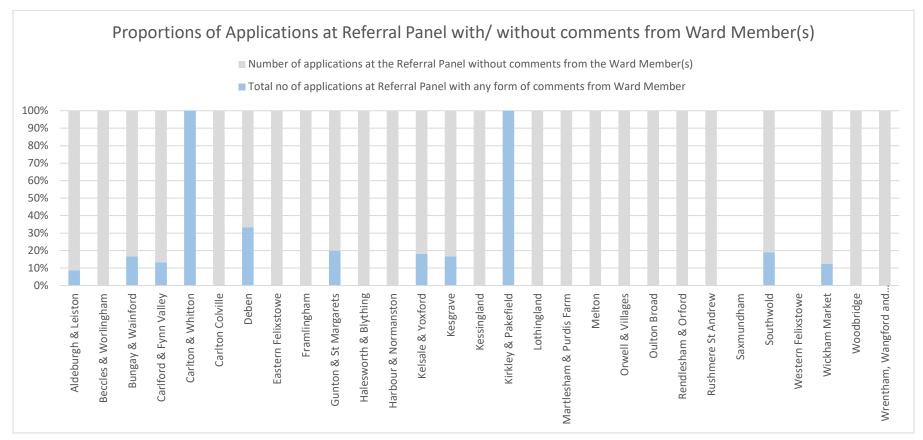
Figure 5: The number of items at each meeting with no written comments from relevant Ward Members, for the period for the period 1 April 2022 – 31 March 2023









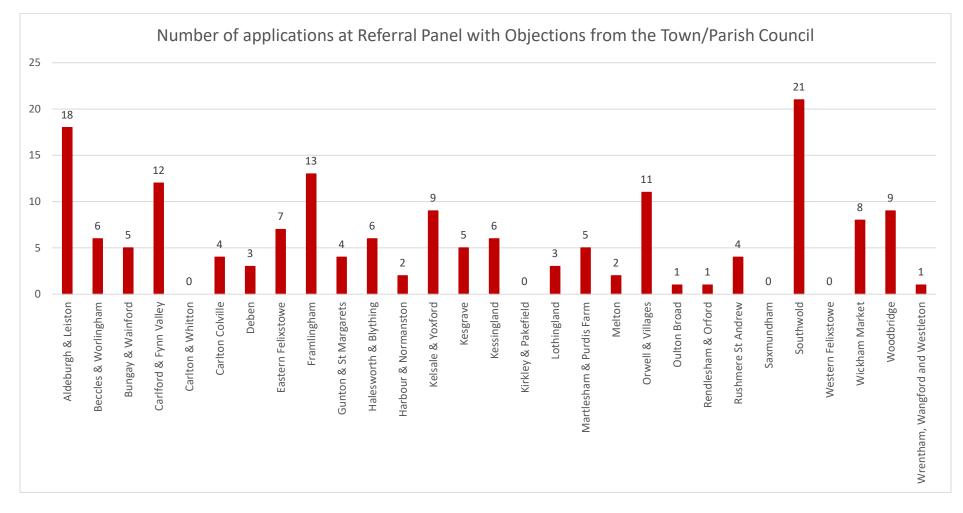


Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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 2022 – 31 March 2023



<u>Figure 1:</u> The number of items at Planning Referral Panel with Objections from relevant Town/Parish Council shown by Ward for the period 1 April 2022 – 31 March 2023



<u>Figure 2:</u> 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 2022 – 31 March 2023

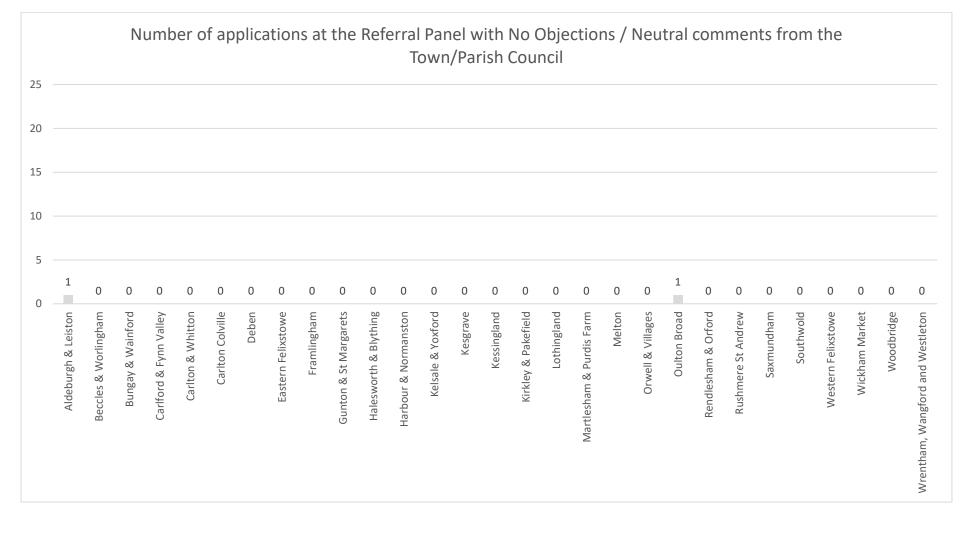
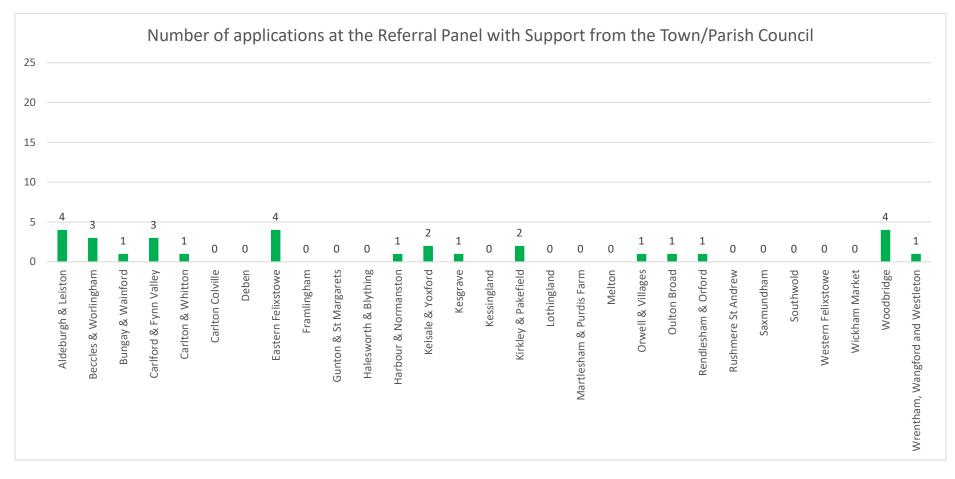
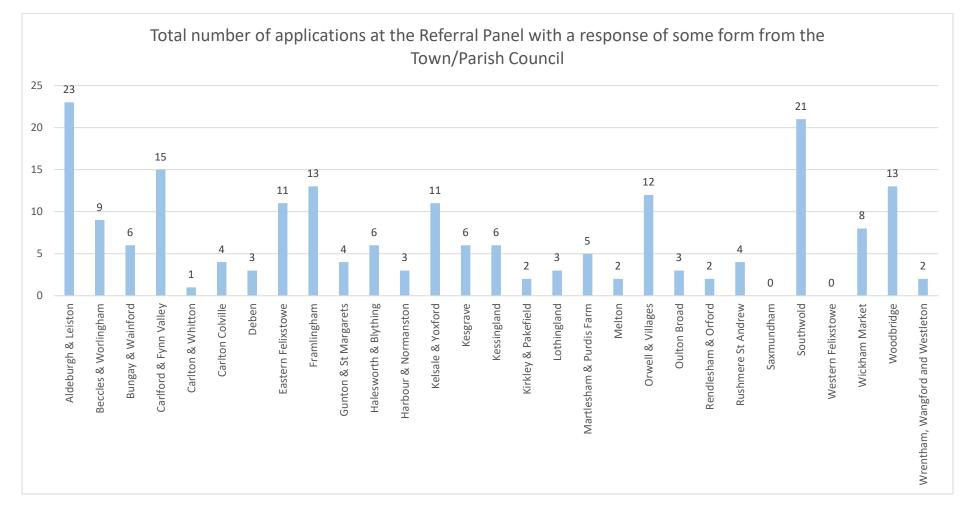


Figure 3: The number of items at Planning Referral Panel with Support from relevant Town/Parish Council shown by Ward for the period 1 April 2022 – 31 March 2023



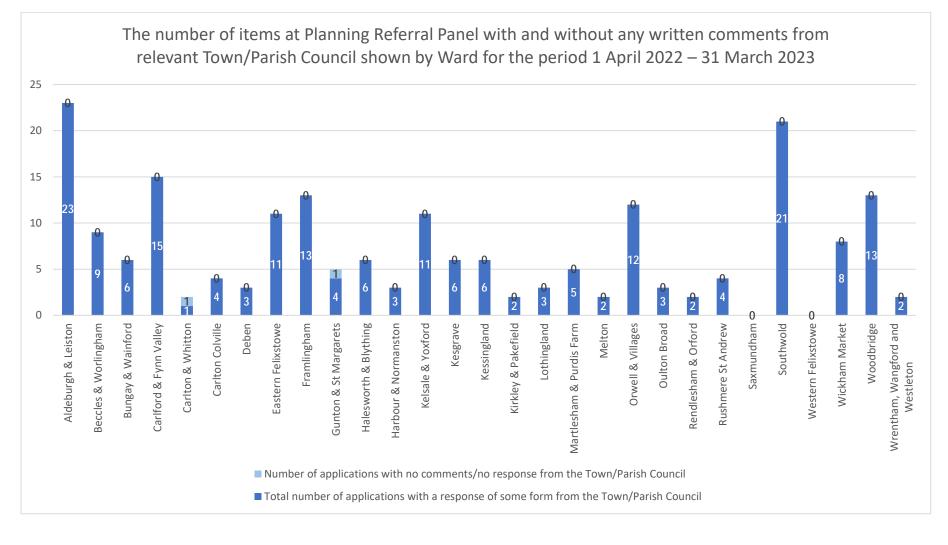
<u>Figure 4:</u> The number of items at Planning Referral Panel with written comments of any type from relevant Town/Parish Council shown by Ward for the period 1 April 2022 – 31 March 2023



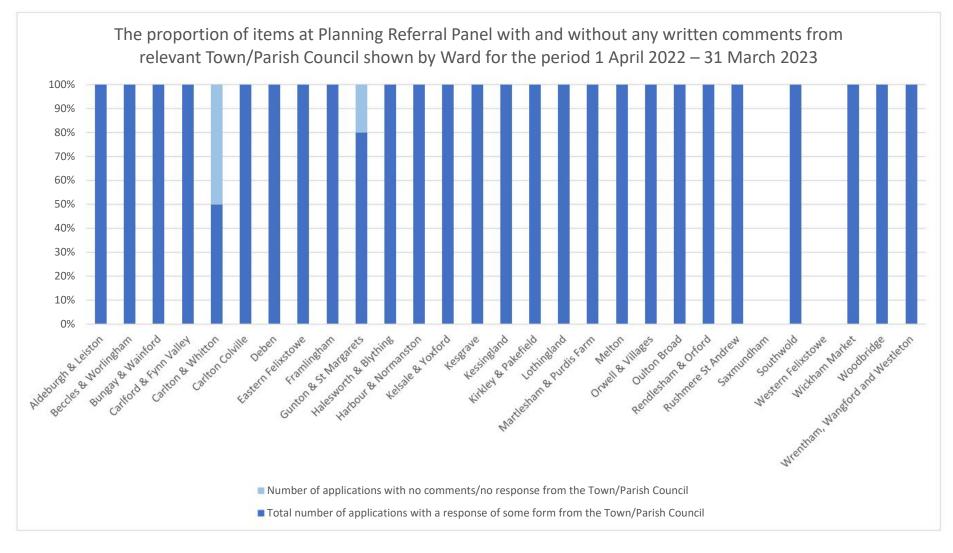
<u>Figure 5:</u> The number of items at Planning Referral Panel without any written comments of any type from relevant Town/Parish Council shown by Ward for the period 1 April 2022 – 31 March 2023

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Aldeburgh & Leiston	Beccles & Worlingham	Bungay & Wainford	Carlford & Fynn Valley	Carlton & Whitton	Carlton Colville	Deben	Eastern Felixstowe	Framlingham	Gunton & St Margarets	Halesworth & Blything	Harbour & Normanston	Kelsale & Yoxford	Kesgrave	Kessingland	Kirkley & Pakefield	Lothingland	Martlesham & Purdis Farm	Melton	Orwell & Villages	Oulton Broad	Rendlesham & Orford	Rushmere St Andrew	Saxmundham	Southwold	Western Felixstowe	Wickham Market	Woodbridge
J & L	/orlin	k Wa	, Jun	&	ton C		Felix	amlin	Mar	& BI	orma	& Yo	Kes	essin	& Pak	othin	urdis	2	& √i	lton	n & C	St Ar	mum	Sout	Felix	am N	/oodł
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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 2022 – 31 March 2023



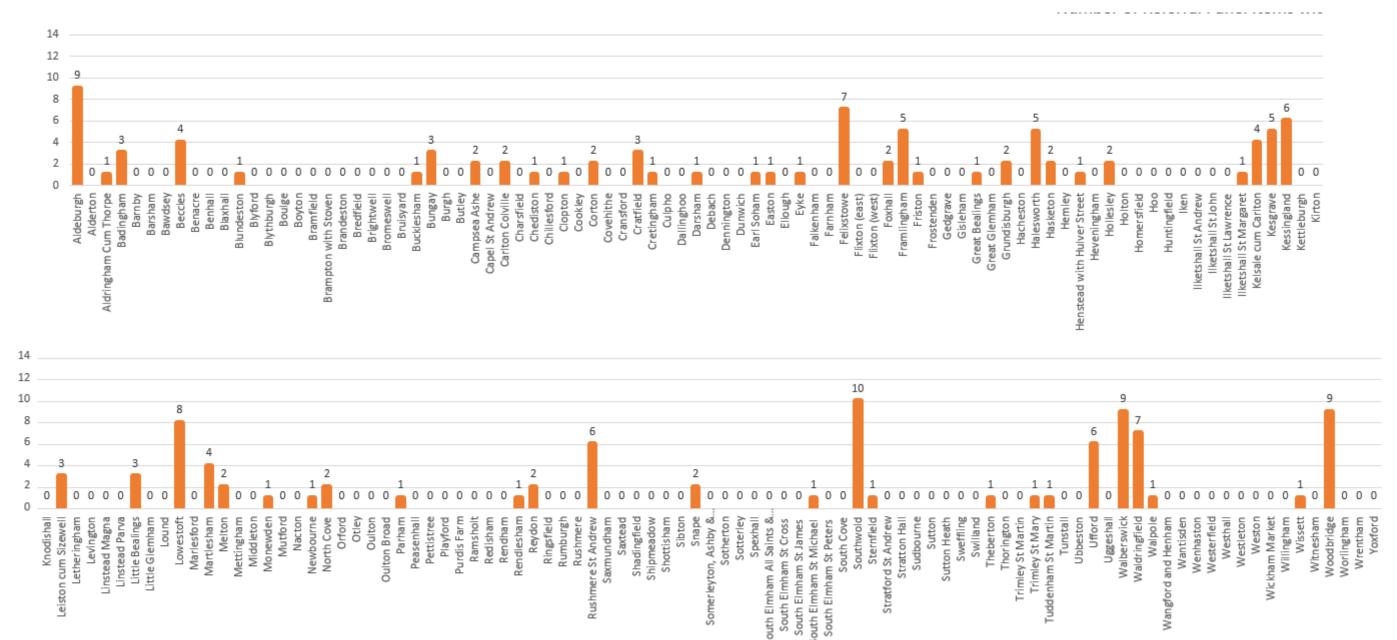
<u>Figure 7:</u> The proportion of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Ward for the period 1 April 2022 – 31 March 2023



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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 2022 – 31 March 2023





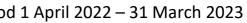


Figure 2: The number of items at Planning Referral Panel with No Objections/neutral comments from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2022 – 31 March 2023

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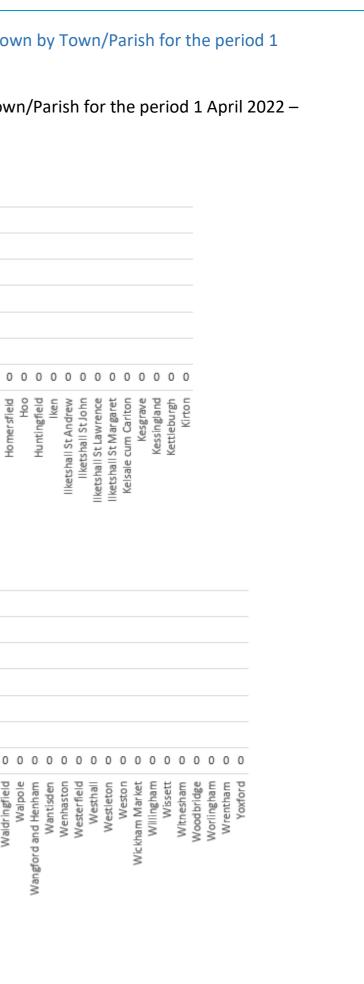
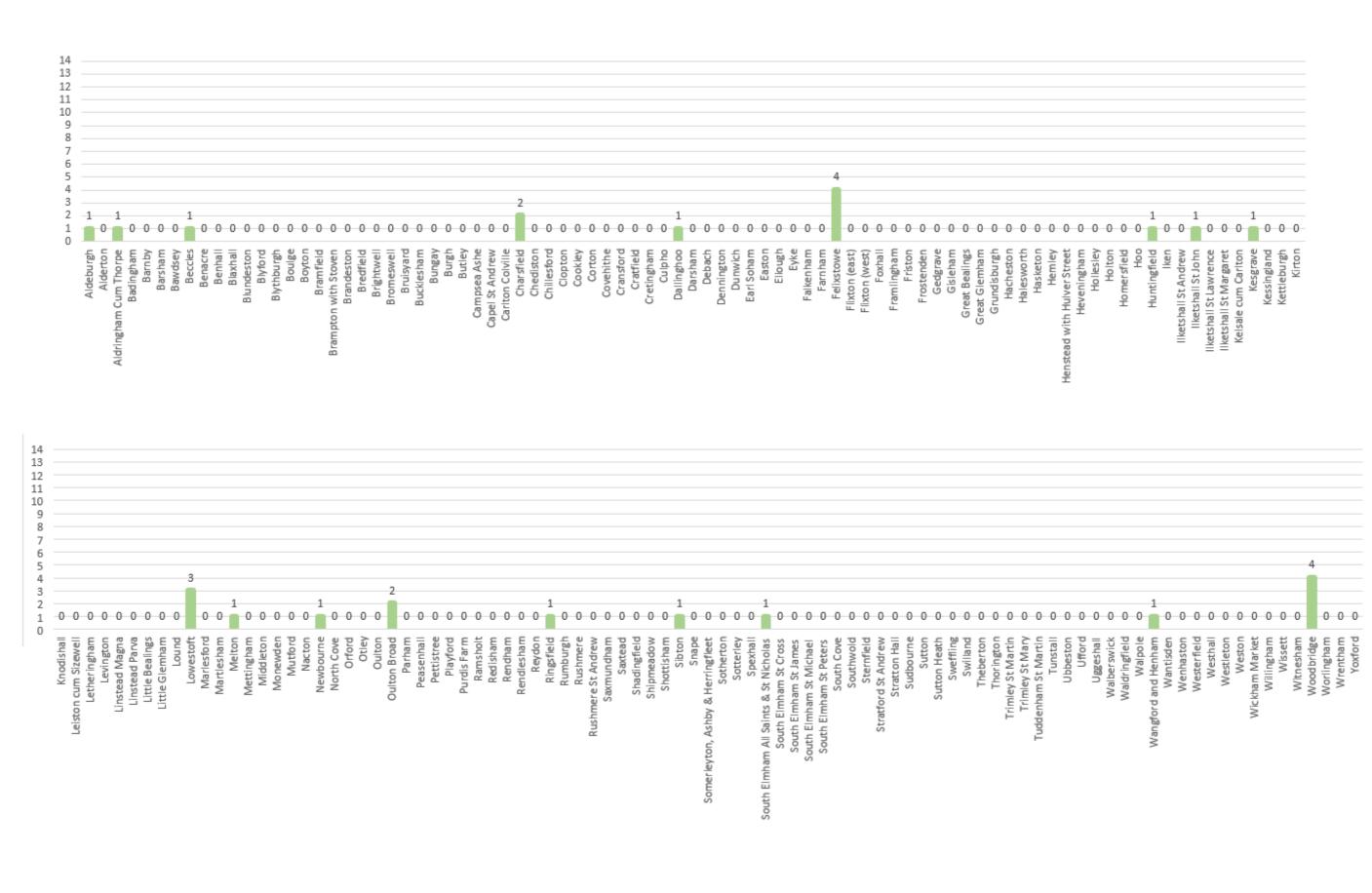
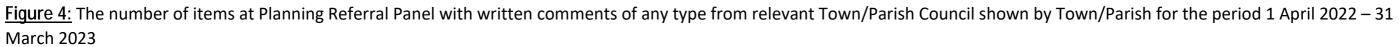
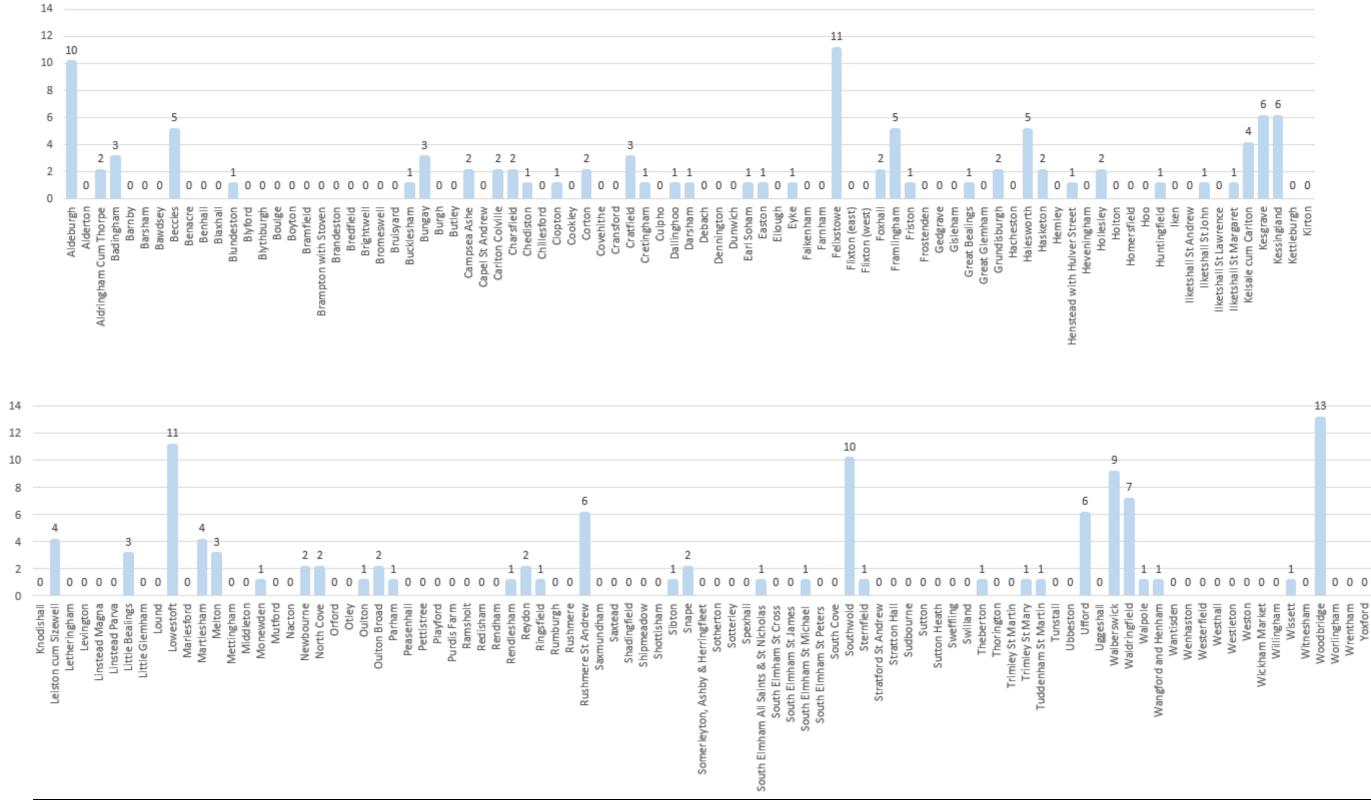


Figure 3: The number of items at Planning Referral Panel with Support from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2022 – 31 March 2023



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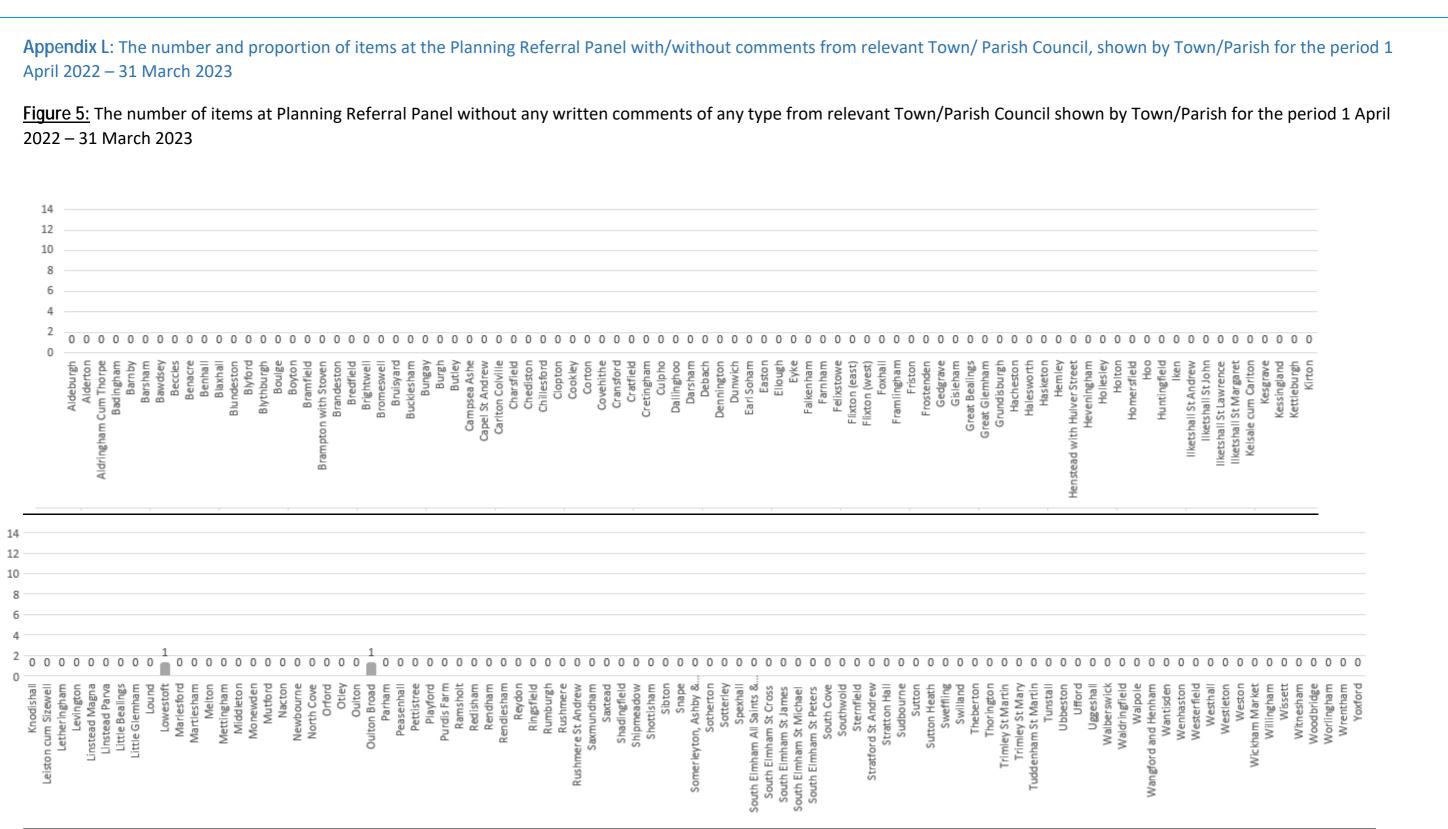
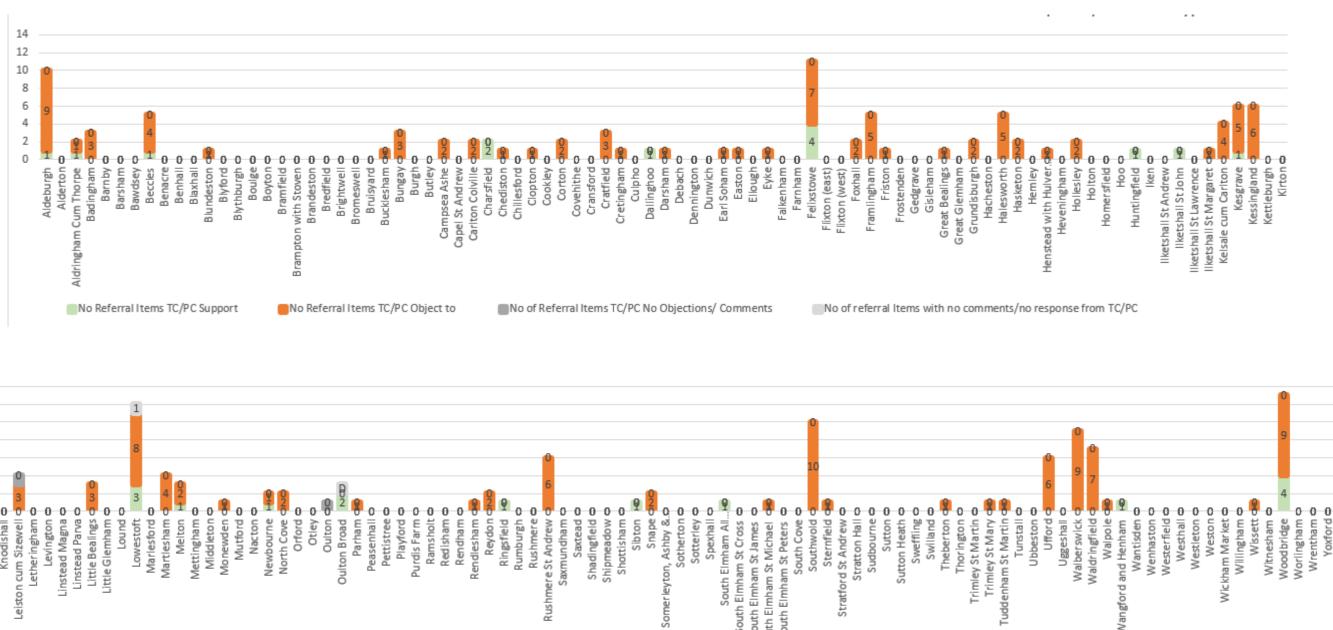


Figure 6: The number of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2022 – 31 March 2023



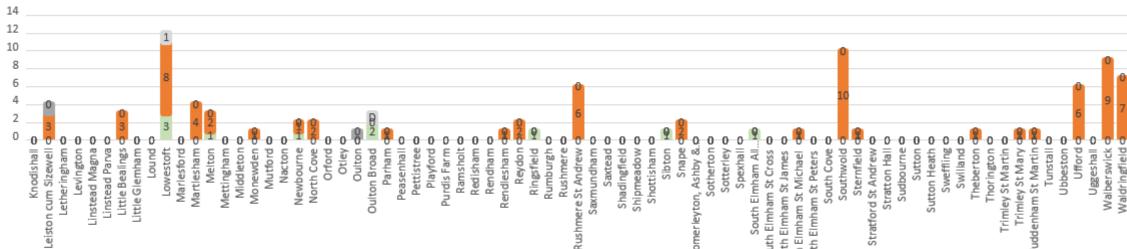
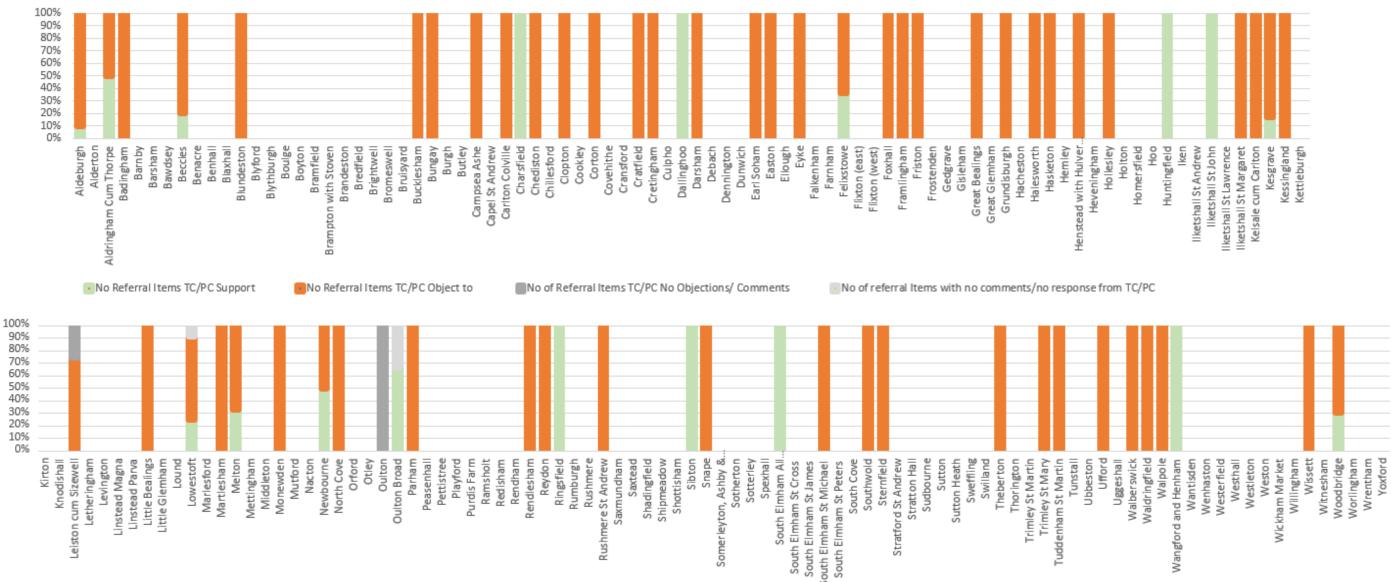


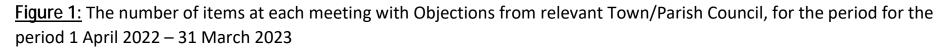
Figure 7: The proportion of items at Planning Referral Panel with and without any written comments from relevant Town/Parish Council shown by Town/Parish for the period 1 April 2022 – 31 March 2023



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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 2022 – 31 March 2023





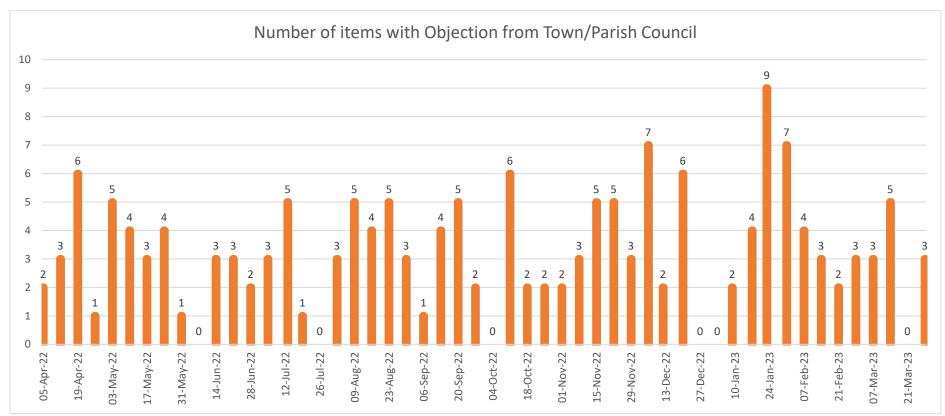
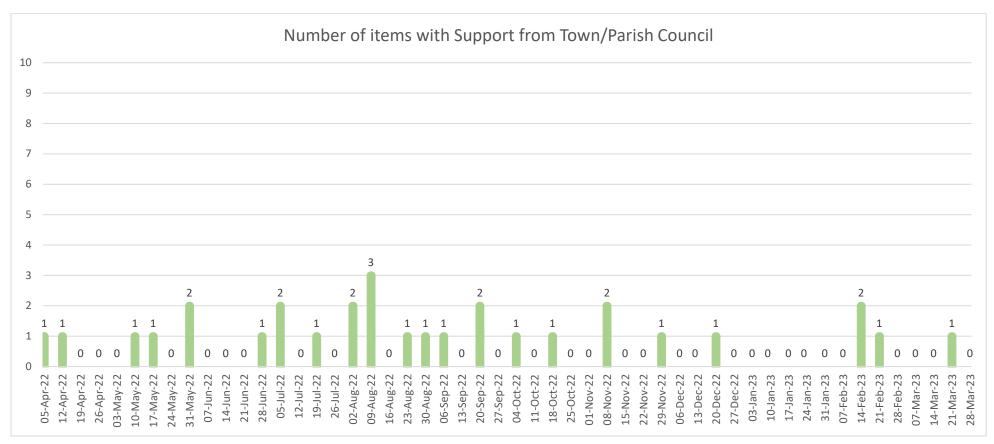
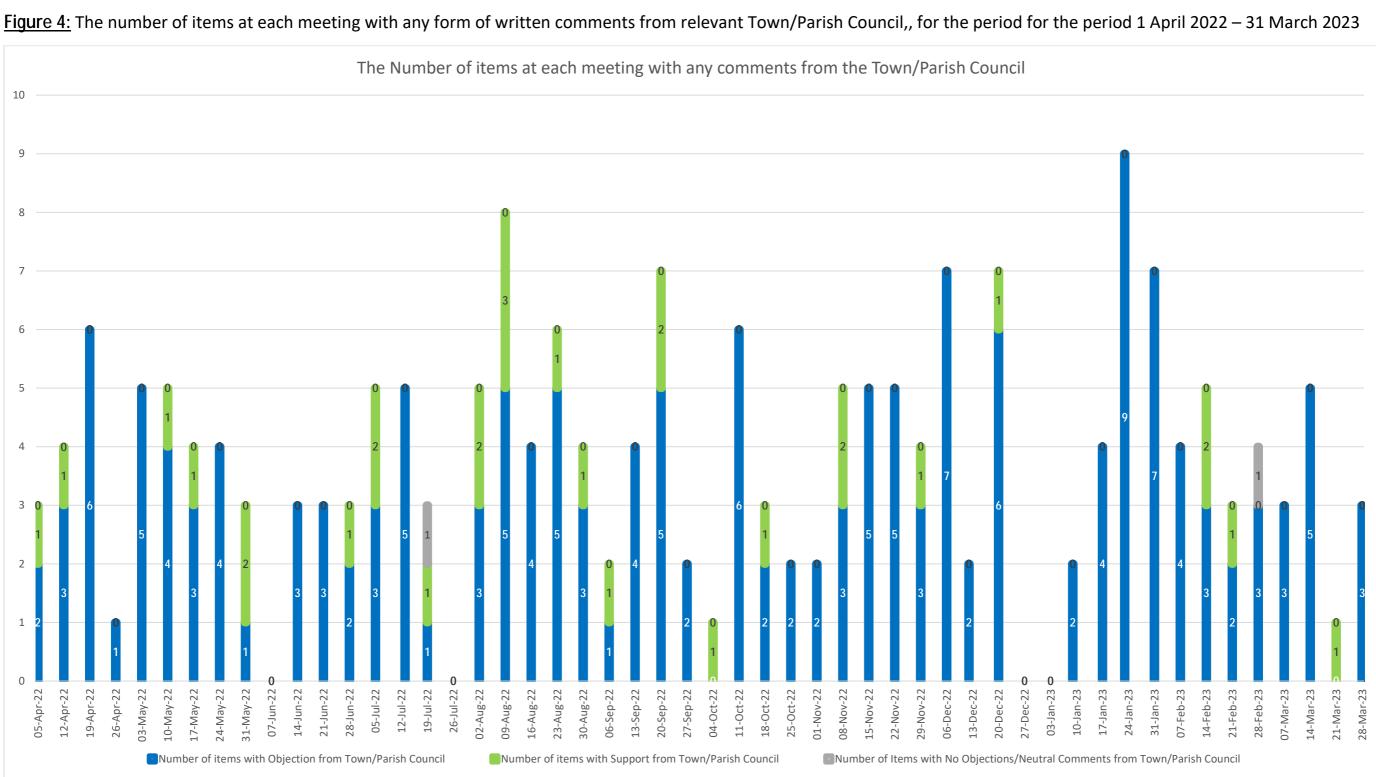


Figure 2: The number of items at each meeting with no Objections/Neutral comments from relevant Town/Parish Council, for the period for the period 1 April 2022 – 31 March 2023

	Number of Items with No Objections/Neutral Comments from Town/Parish Council	
10		
9		
8		
7		
6		
5		
4		
3		
2		
1	1 1	
0		
05-Apr-22 12-Apr-22 19-Apr-22 26-Apr-22 03-May-22 10-May-22 17-May-22	31-May-22 07-Jun-22 28-Jun-22 28-Jun-22 05-Jul-22 12-Jul-22 12-Jul-22 12-Jul-22 26-Jul-22 26-Jul-22 20-Aug-22 13-Sep-22 13-Sep-22 16-Aug-22 20-Sep-22 13-Sep-22 13-Sep-22 16-Nov-22 27-Sep-22 16-Nov-22 29-Nov-22 15-Nov-22 29-Nov-22 29-Nov-22 13-Dec-22 15-Nov-22 22-Jan-23 31-Jan-23 31-Jan-23 31-Jan-23 22-Feb-23 22-Feb-23 22-Feb-23	07-Mar-23 14-Mar-23 21-Mar-23 28-Mar-23

Figure 3: The number of items at each meeting with Support from relevant Town/Parish Council, for the period for the period 1 April 2022 – 31 March 2023





Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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 2022 – 31 March 2023

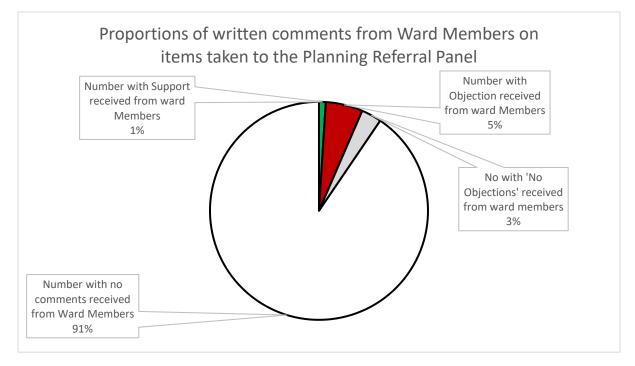


Figure 2: Pie Chart showing the proportion of each type of written comment (or no written comment) received from Town/Parish Councils on items at the Planning Referral Panel for the period 1 April 2022 – 31 March 2023

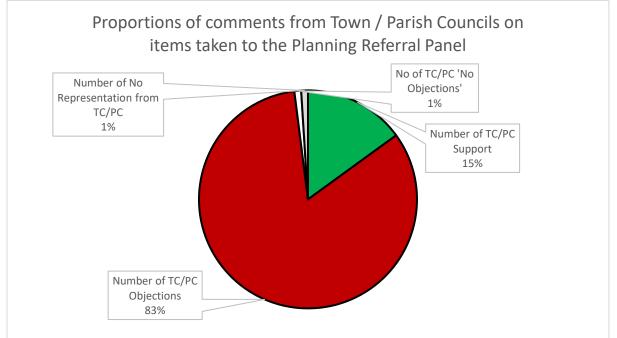
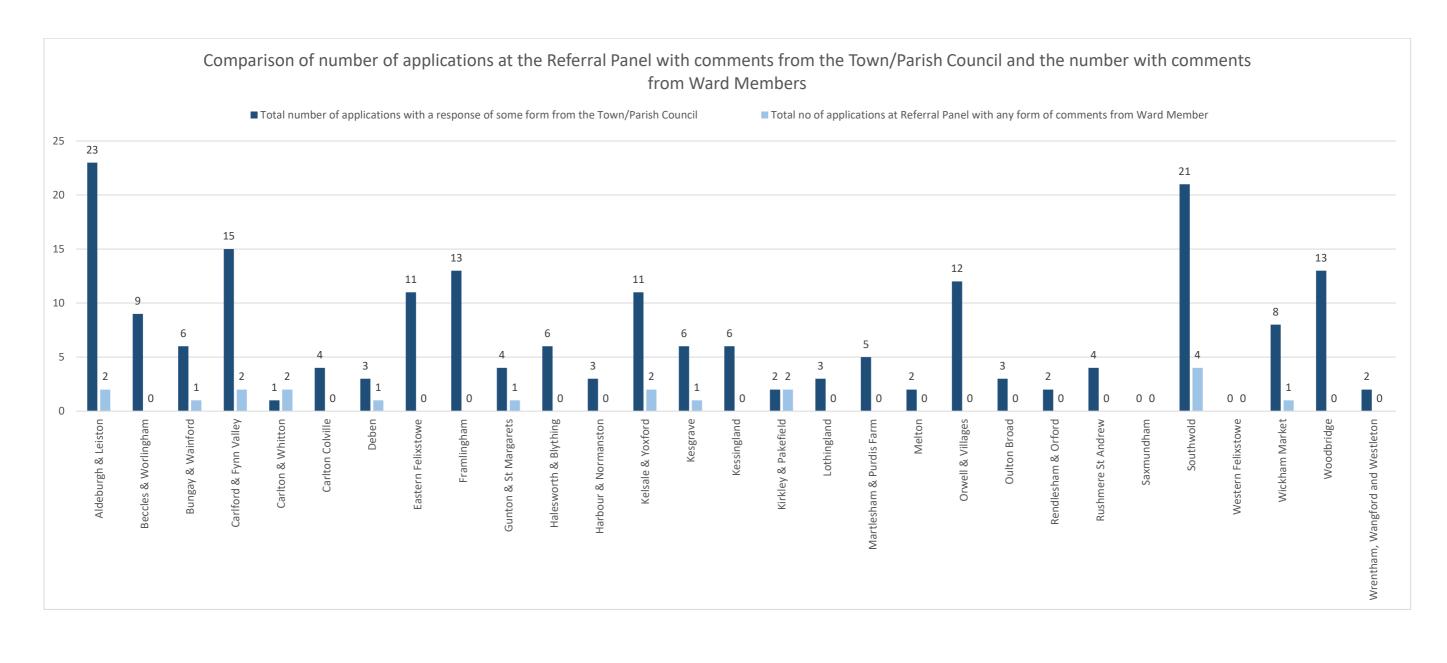


Figure 3: Number of applications at the Planning Referral Panel with any comments from the Town/Parish Council and number with any comments from relevant Ward Member(s) for the period 1 April 2022 – 31 March 2023, shown by Ward



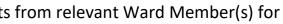
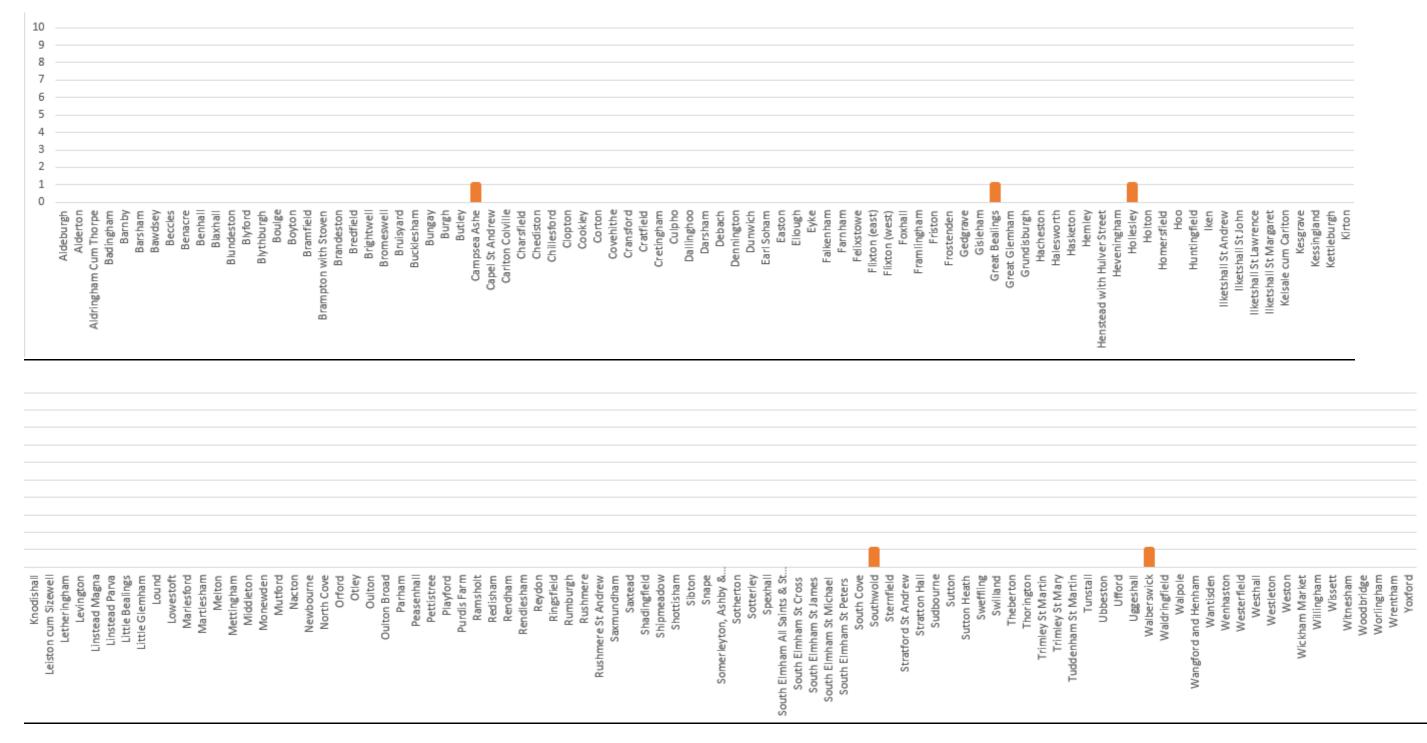


Figure 4: Number of applications at the Planning Referral Panel with Objection from the Town/Parish Council and Objections from relevant Ward Members for the period 1 April 2022 – 31 March 2023, shown by Parish



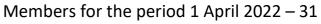
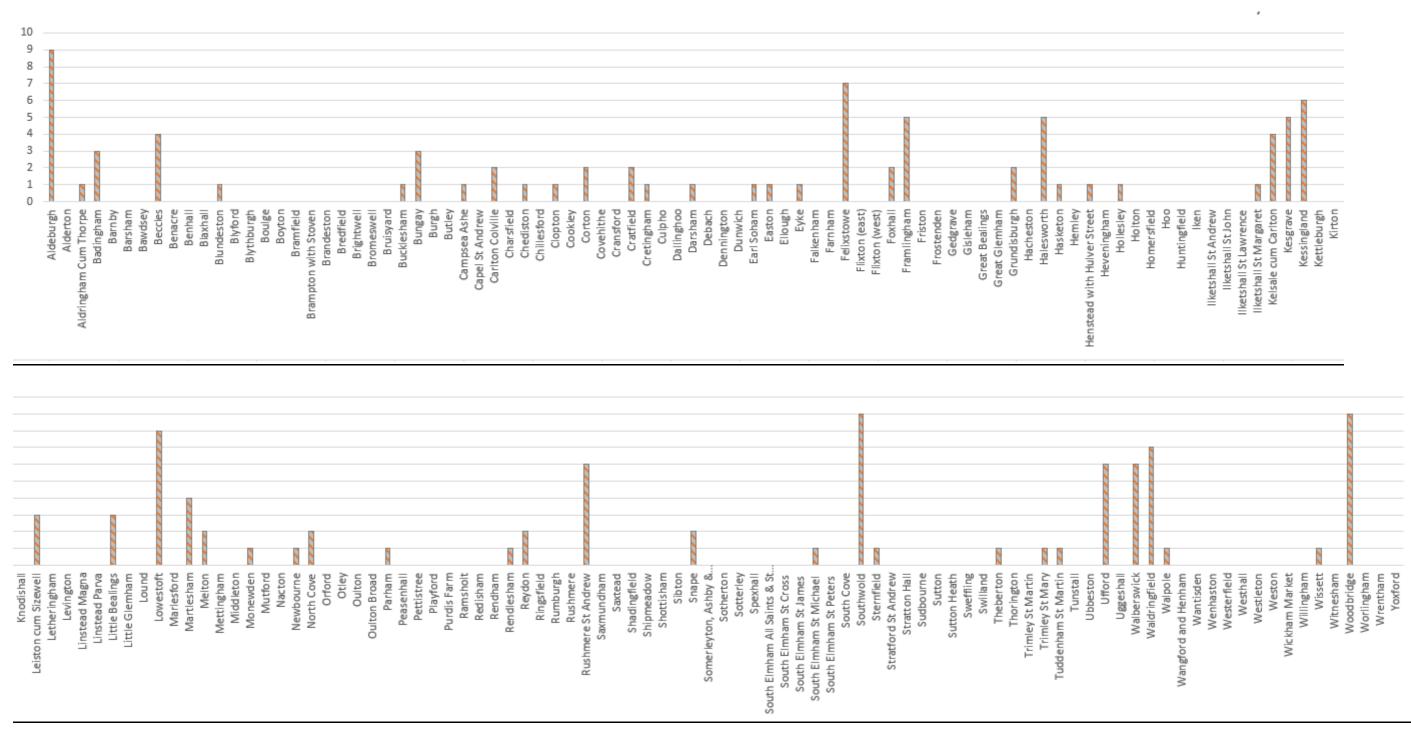
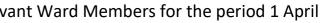


Figure 5: Number of applications at the Planning Referral Panel with Objection from the Town/Parish Council and no written comments from relevant Ward Members for the period 1 April 2022 – 31 March 2023, shown by Parish



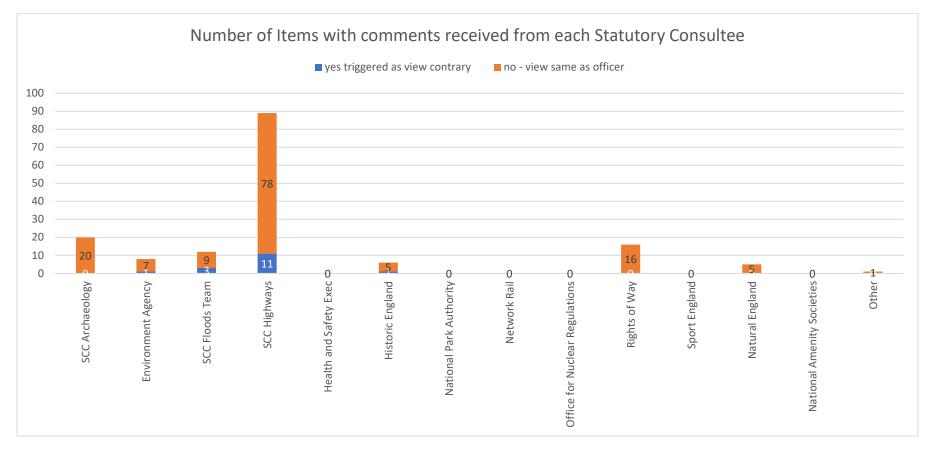


Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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 2022 – 31 March 2023

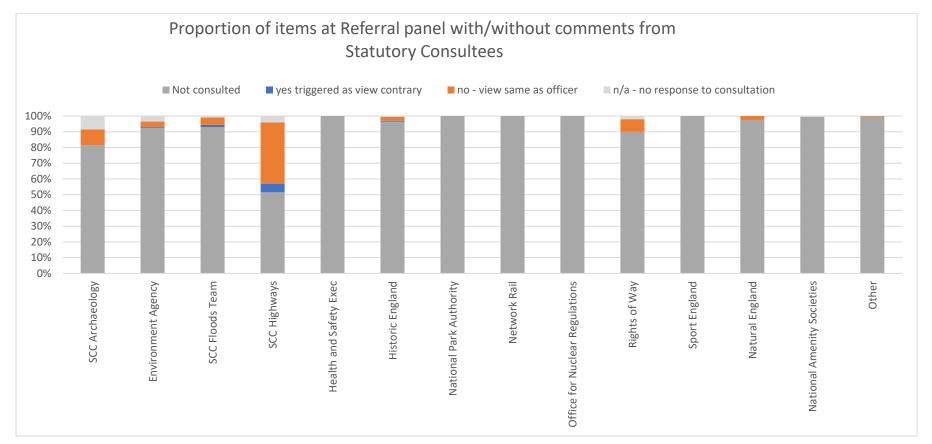


<u>Figure 1:</u> Number of items at the panel with comments received from each of the main statutory consultees and the numbers triggering the Planning Referral Process



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 2022 – 31 March 2023

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.



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"



<u>Figure 1:</u> Pie Chart showing the proportion of Planning Referral Panel Meetings where the members other than the Planning Referral Panel Members, the Planning Portfolio holder, Vice-portfolio holder and Cllr Coulam Attended.

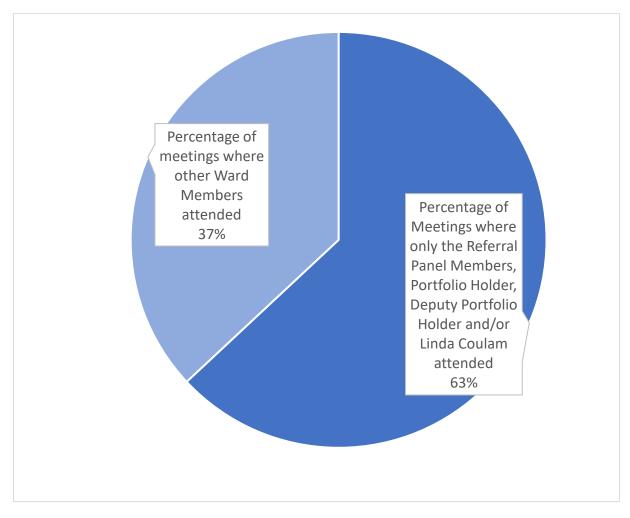


Figure 2: Pie Chart showing the percentage of ward members who attended at least one Planning Referral Panel meeting or did not attend any Planning Referral Panels between 1 April 2022 and 31 March 2023

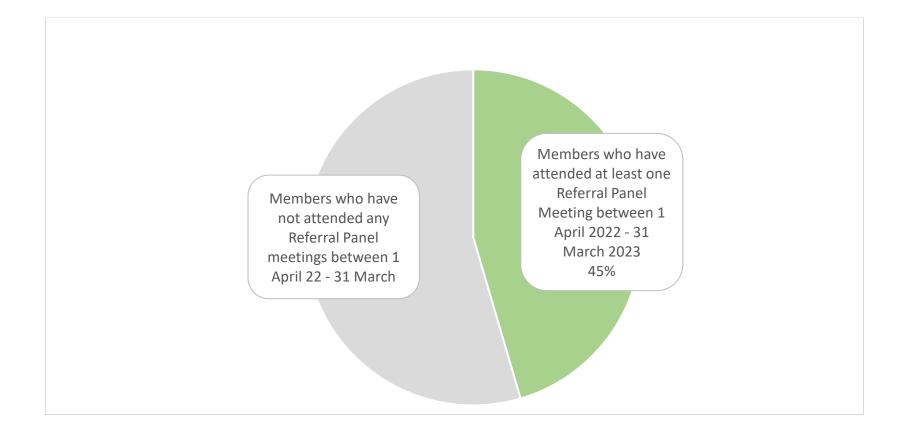


Figure 3: Number of members who attended each Planning Referral meeting between 1 April 2022 and 31 March 2023

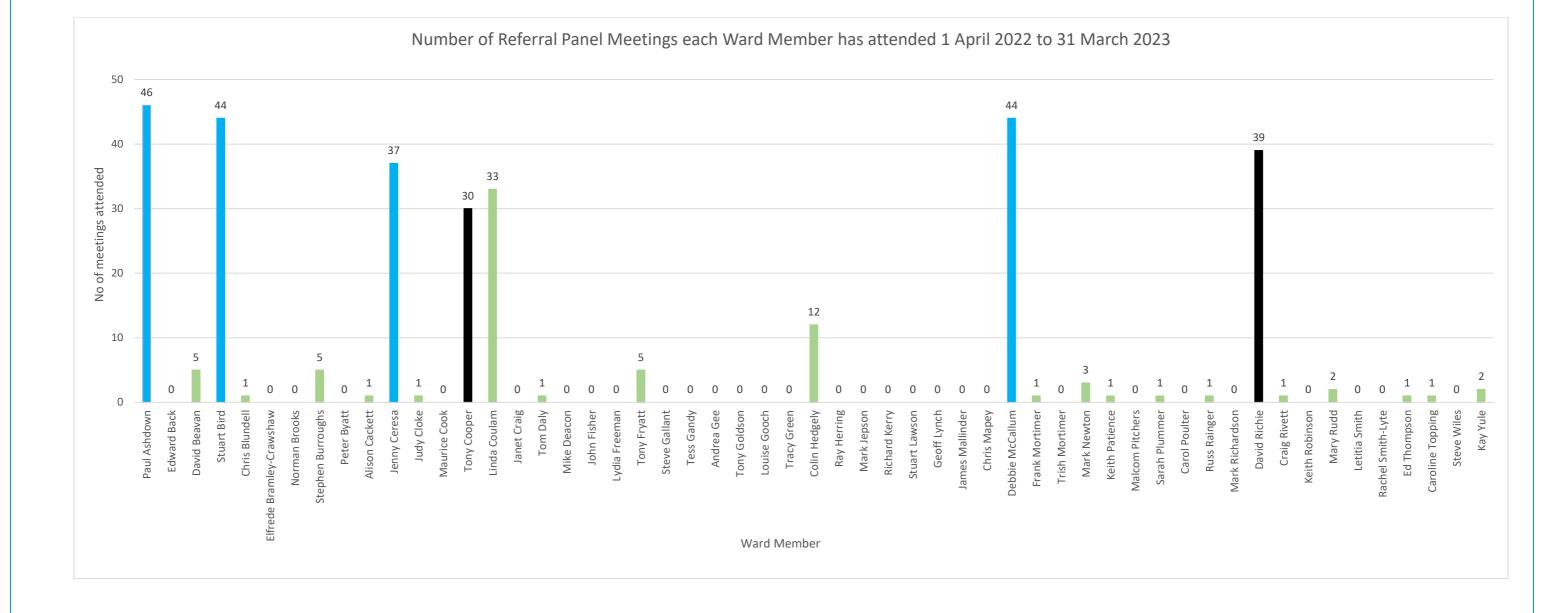


Figure 4: Percentage of Planning Referral Panel Meetings attended by each member between 1 April 2022 and 31 March 2023

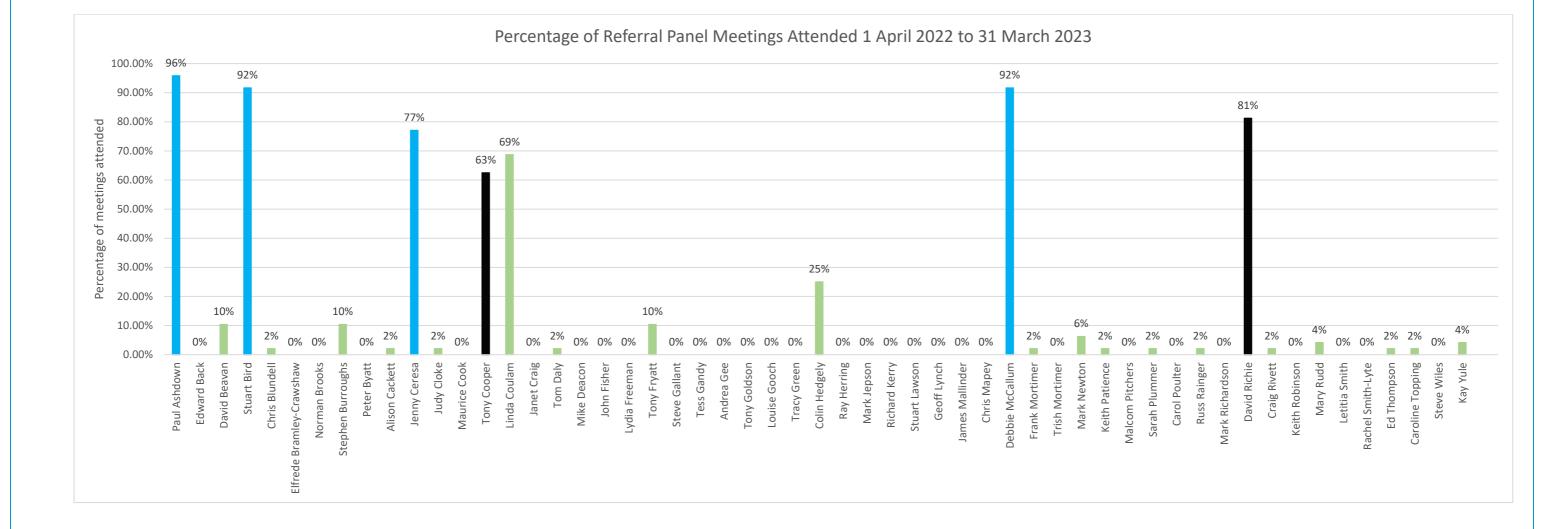


Figure 5: Number of meetings where the relevant ward member(s) were present /absent for an item in their ward.

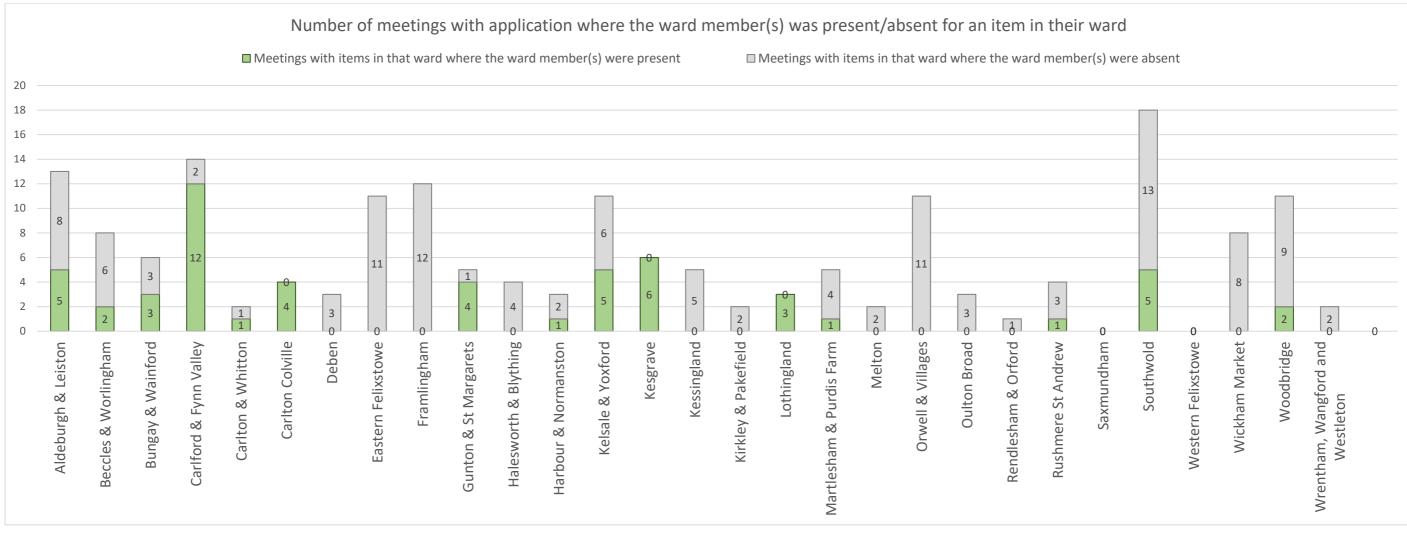


Figure 6: Percentage of meetings where the relevant ward member(s) were present /absent for an item in their ward. (Those outlined in Blue are Panel Members, Bold black outline is Planning Portfolio Holder and Vice-portfolio holder)

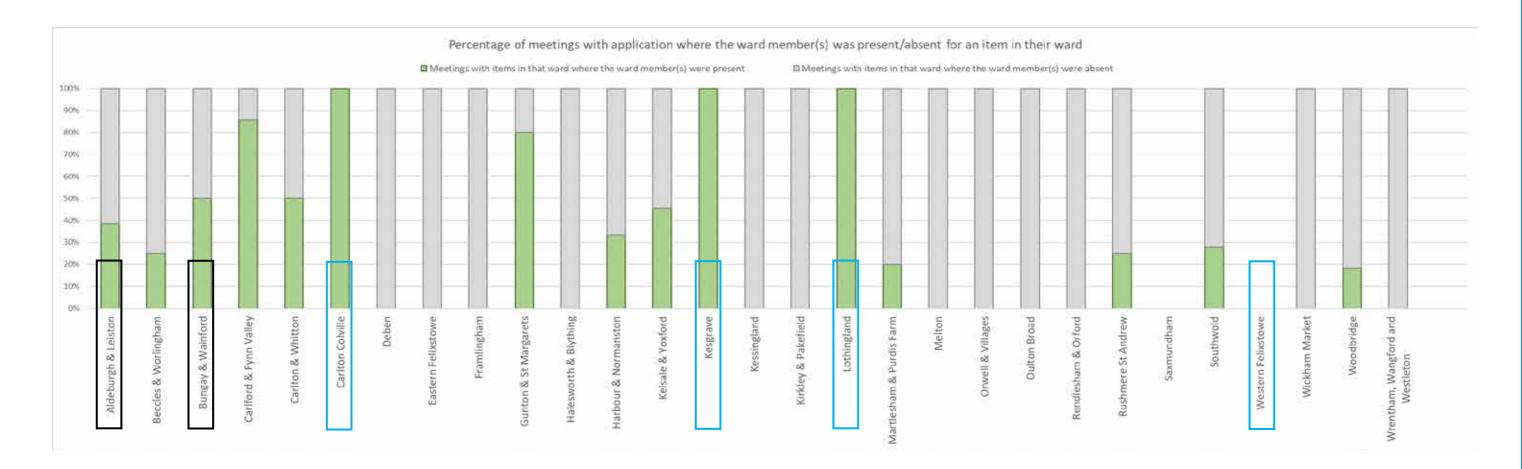


Figure 7: The Number of Items per Referral Panel meeting where the relevant ward member(s) were present at the meeting, shown by meeting

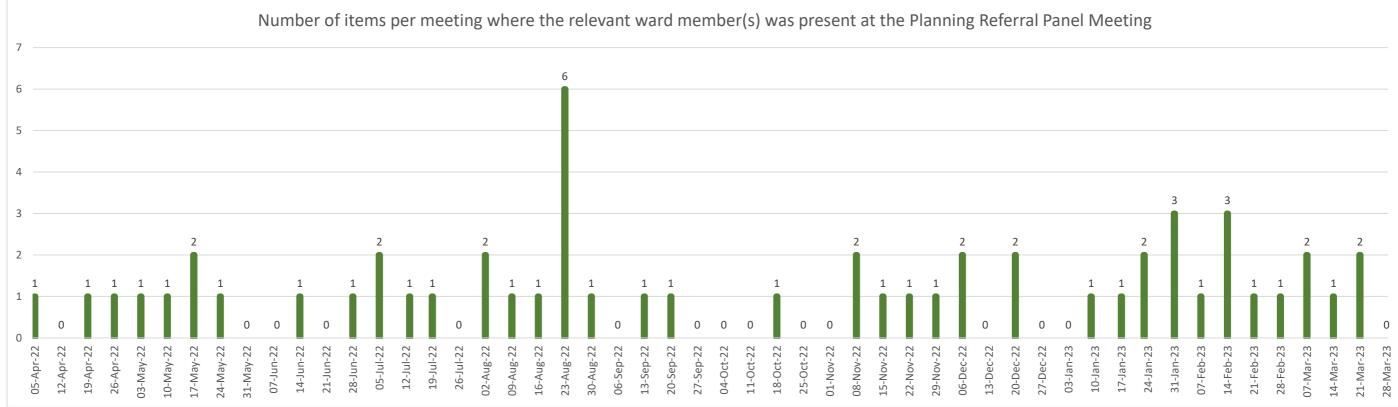


Figure 8: The Number of members at each meeting

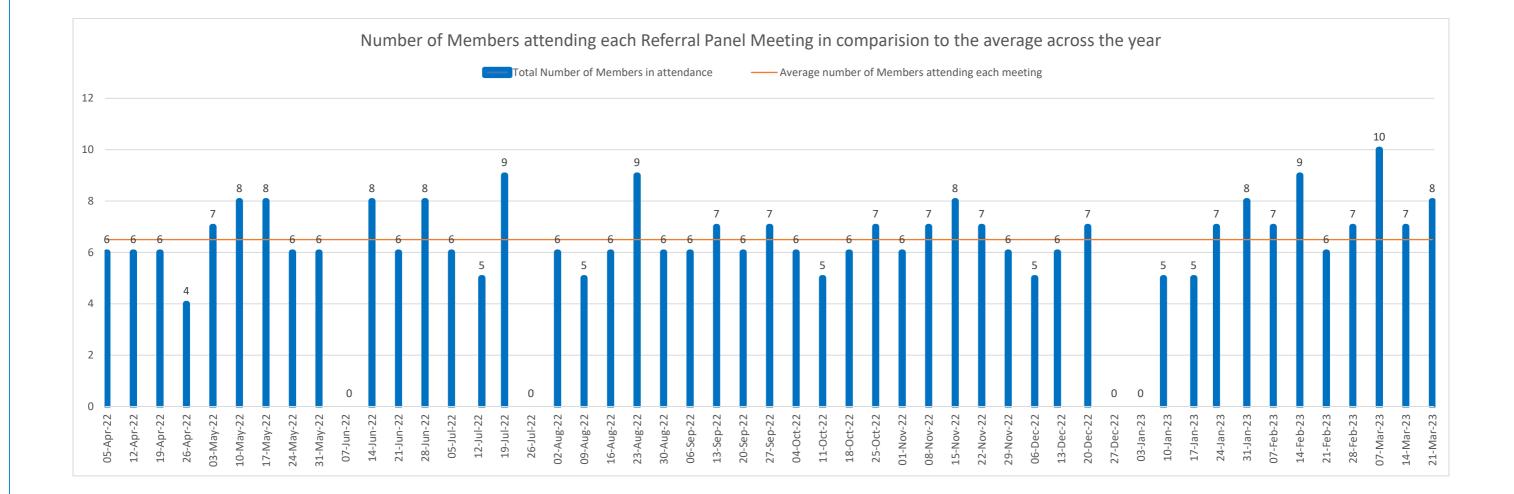
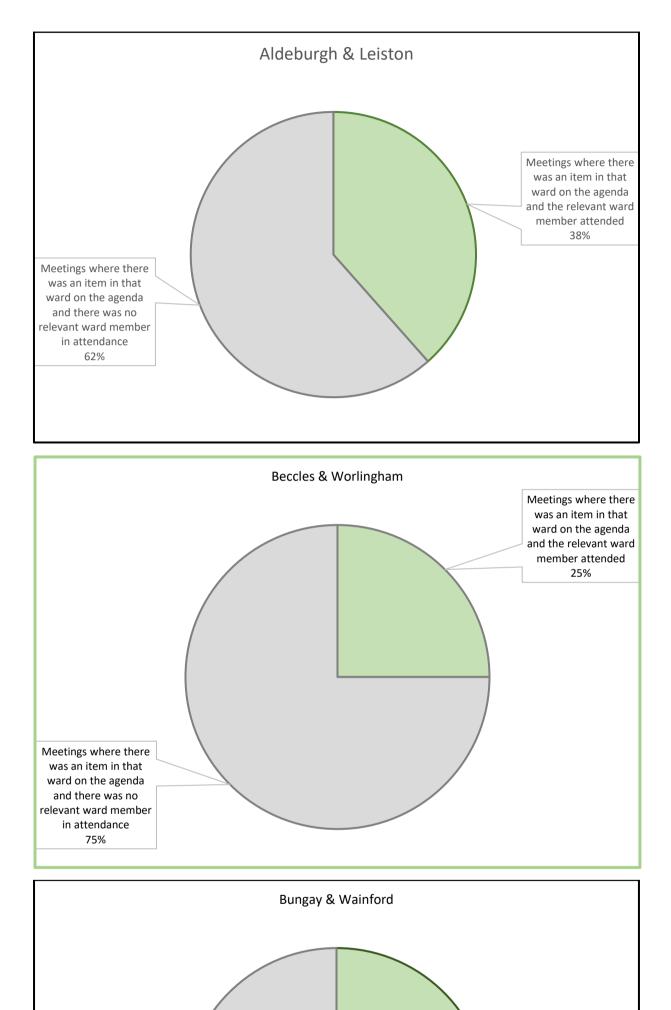
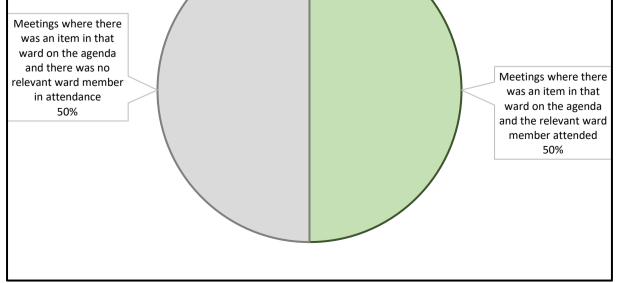
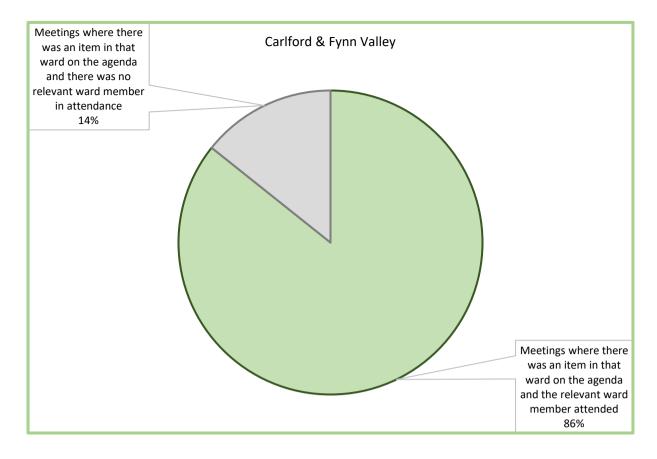
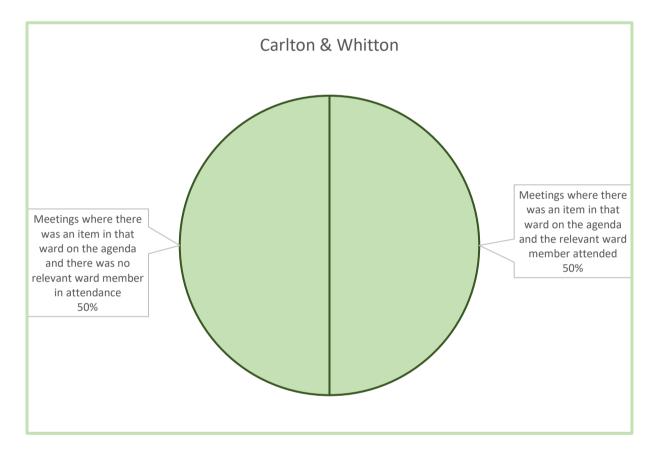


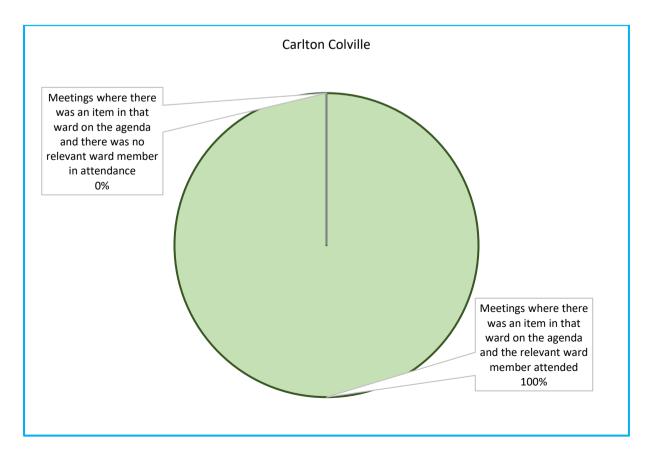
Figure 9: Pie Charts showing the proportion of Referral Panel meetings where there was an item in that ward on the agenda and a relevant ward member(s) attended or did not attend the Planning Referral Panel meeting. (Those outlined in Blue are Panel Members, Bold black outline is Planning Portfolio Holder and Vice-portfolio holder)

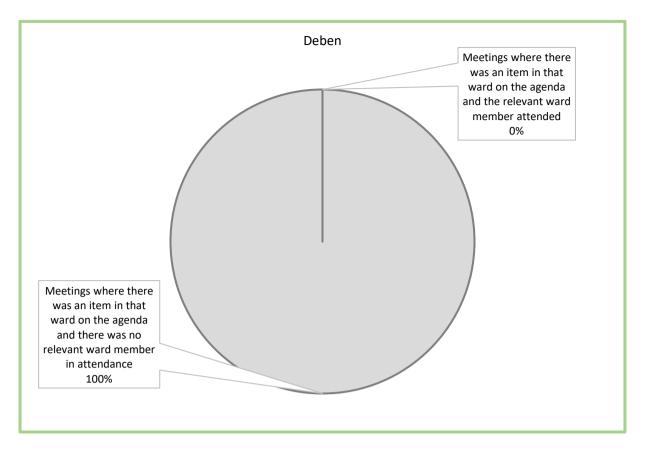


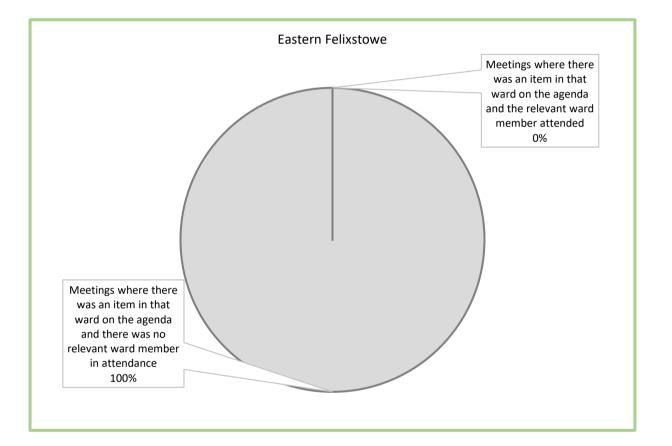


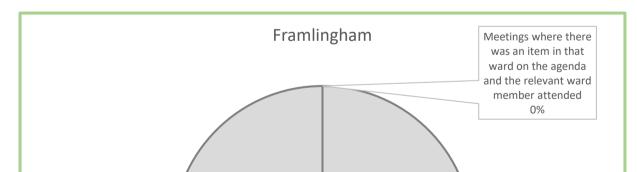


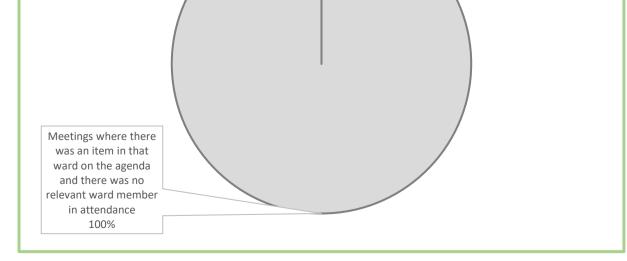


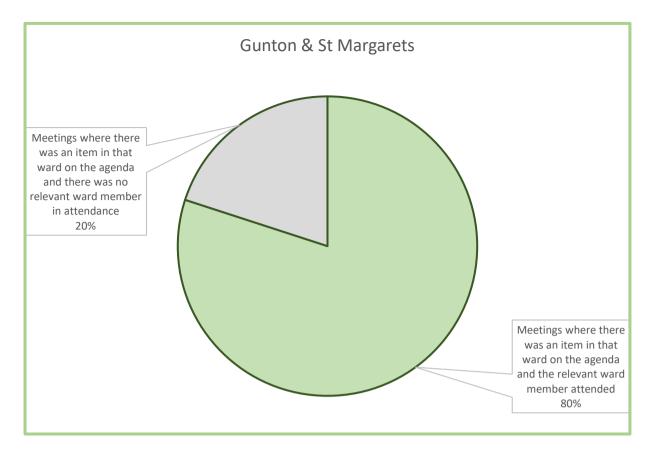


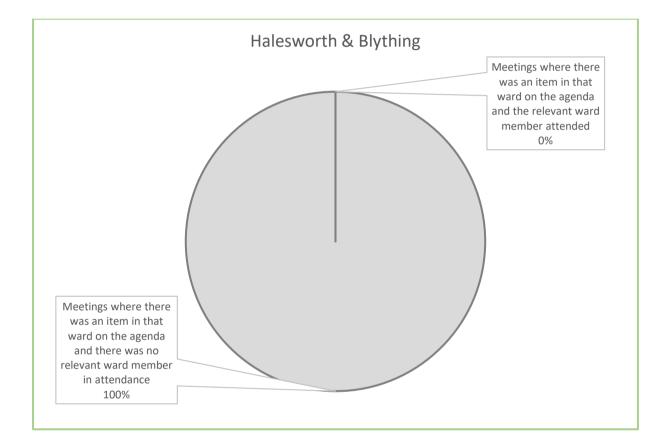


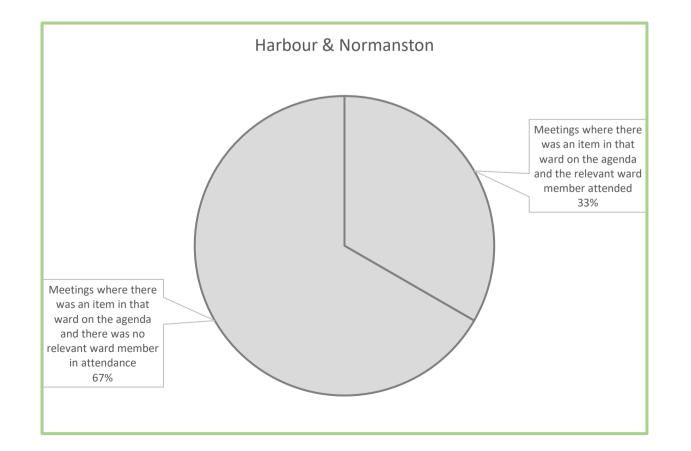


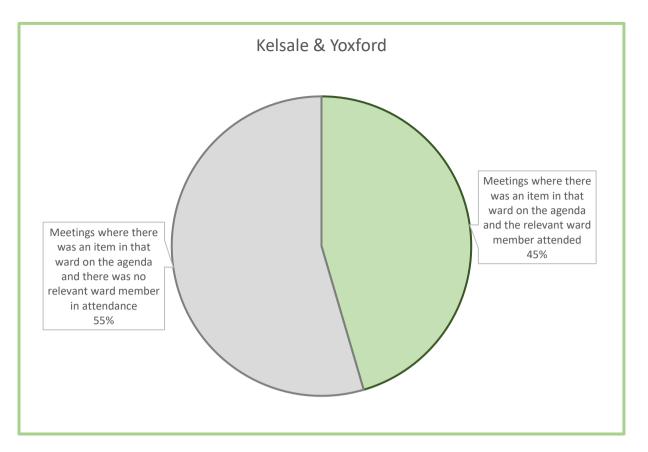


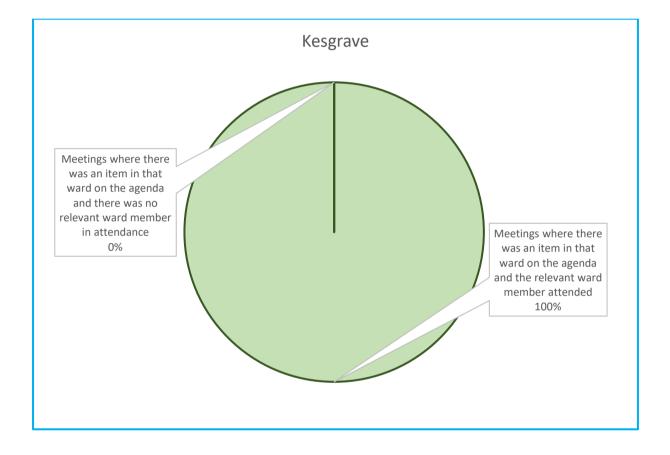


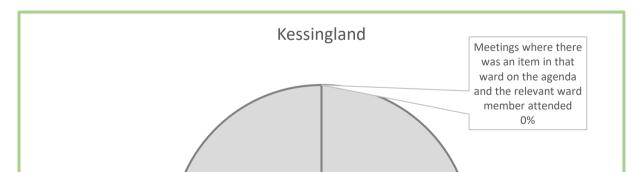


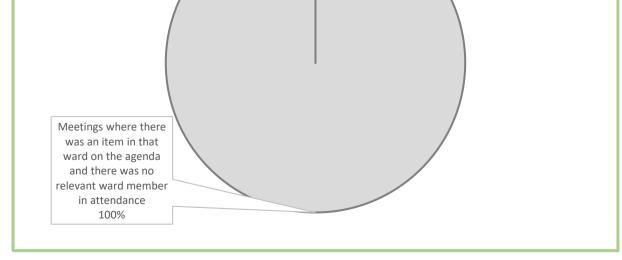


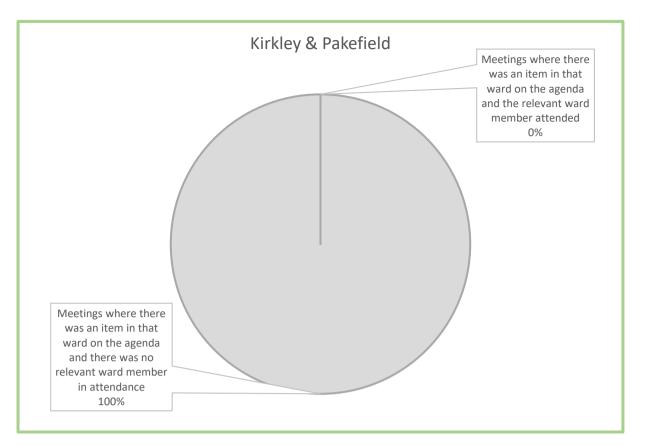


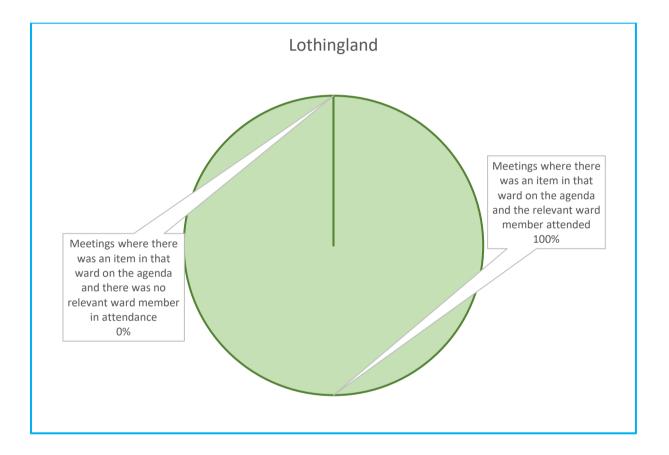


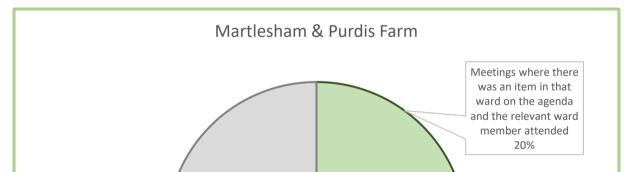


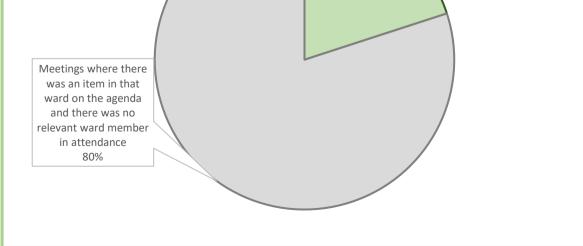


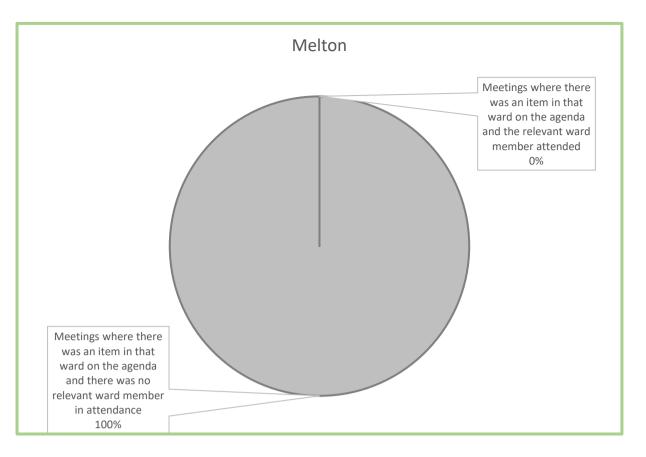


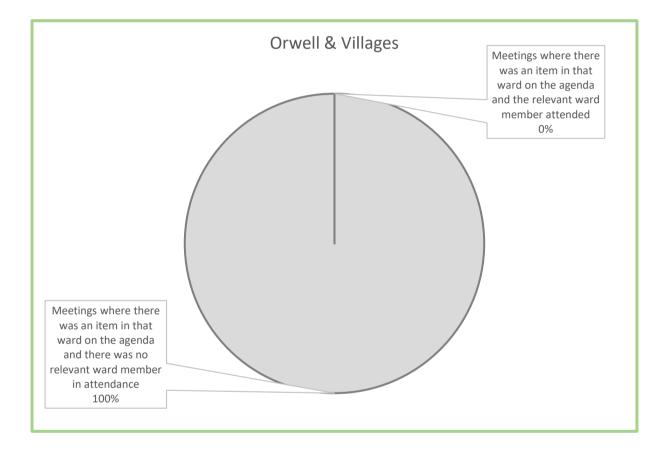


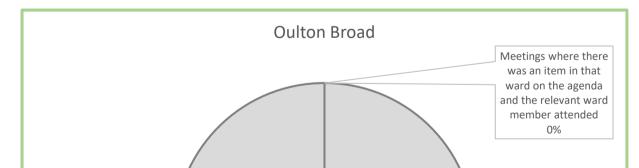


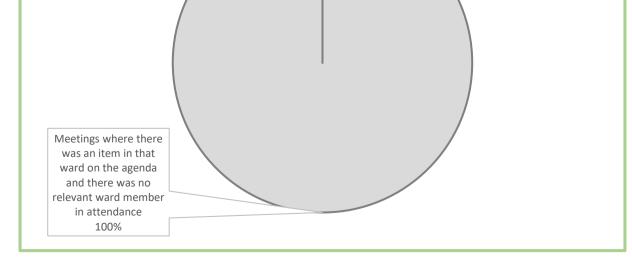


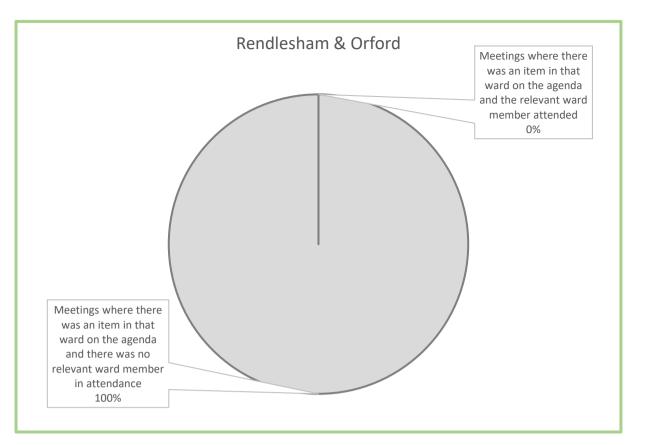


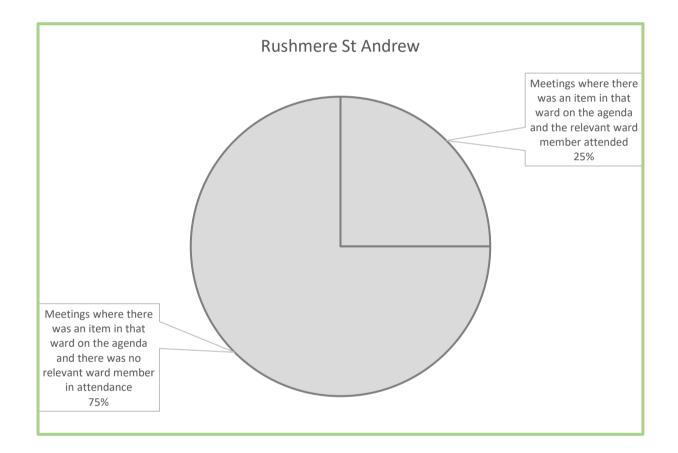






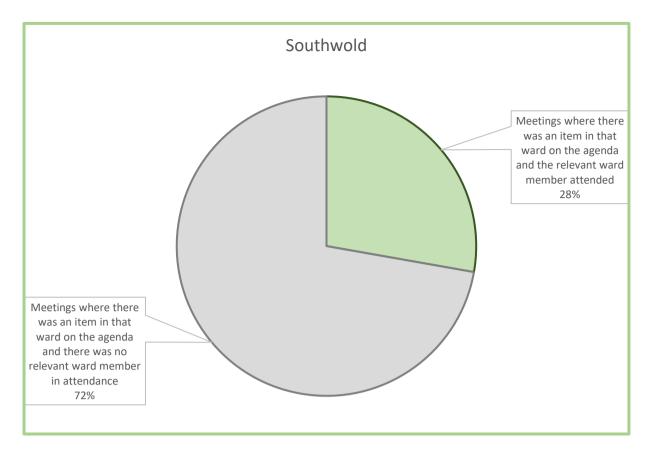






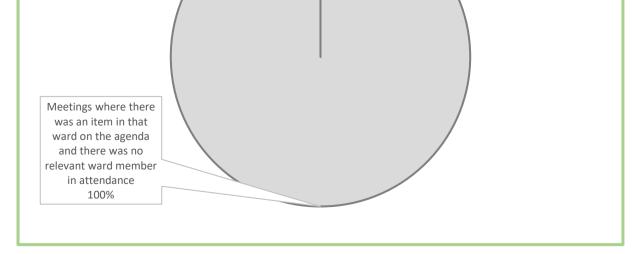
Saxmundham

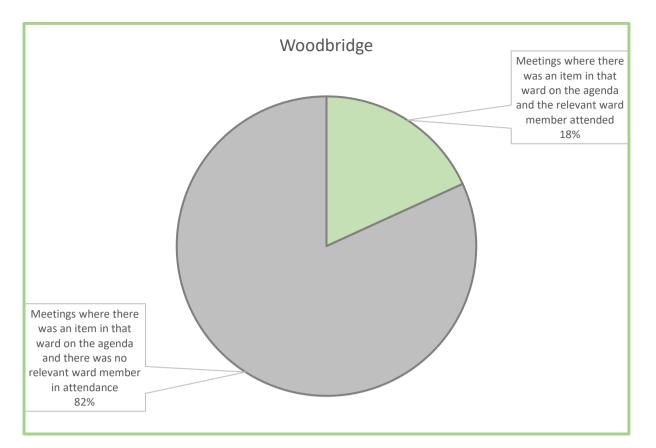
Not Applicable - no items in this ward

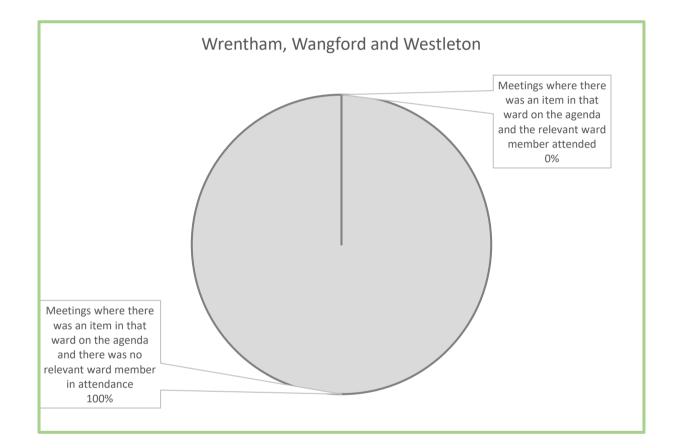


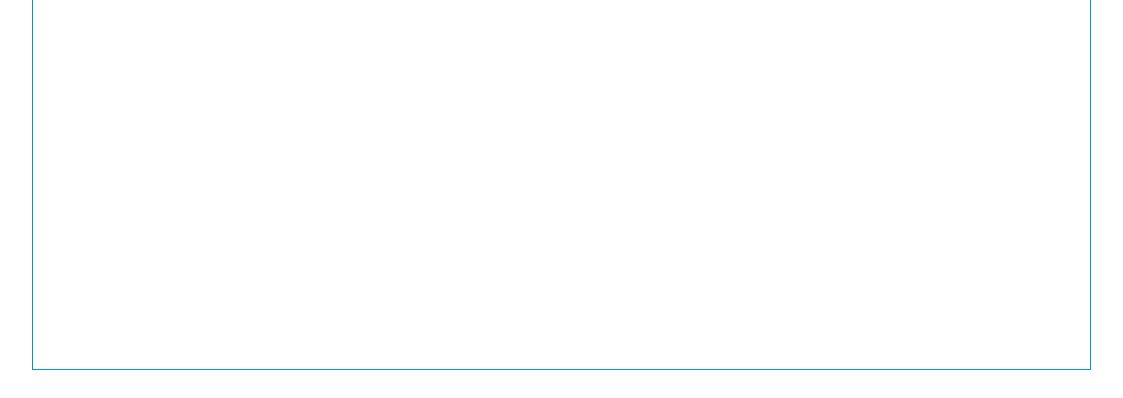












Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

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



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

<u>Figure 1:</u> Overview of Committee Procedures as published in the East Suffolk Council Constitution (<u>East-Suffolk-Council-Constitution.pdf (eastsuffolk.gov.uk)</u>)

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 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

Part 4 – Codes and Protocols

Page 232

East Suffolk Council Constitution

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 Q: The Planning Committee Protocol as set out in the East Suffolk Council Constitution

<u>Figure 2:</u> Public Speaking Procedures for Planning Committee Meetings as published in the East Suffolk Council Constitution (<u>East-Suffolk-Council-</u>

<u>Constitution.pdf (eastsuffolk.gov.uk)</u>

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 – <u>www.eastsuffolk.gov.uk</u>. 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);
- 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

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

East Suffolk Council Constitution

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.

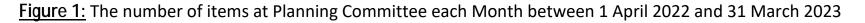
Part 4 - Codes and Protocols

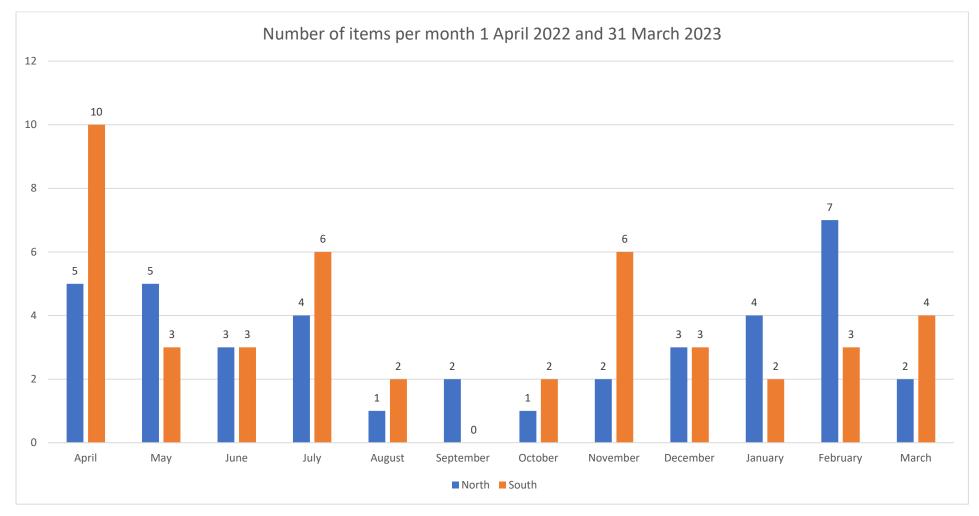
Page 241

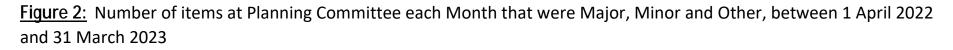
Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix R: The number and scale of Planning Applications at Planning Committee between 1 April 2022 and 31 March 2023:









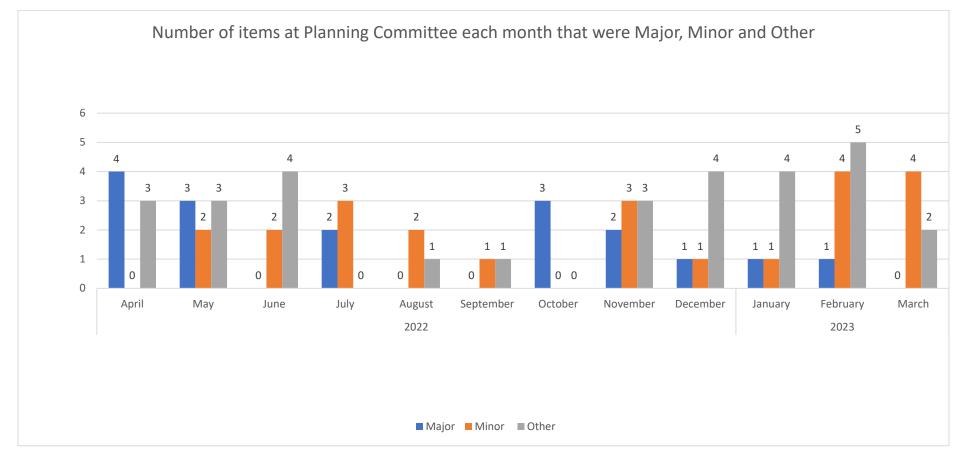


Figure 3: Proportion of items at Planning Committee each Month that were Major, Minor and Other, between 1 April 2022 and 31 March 2023

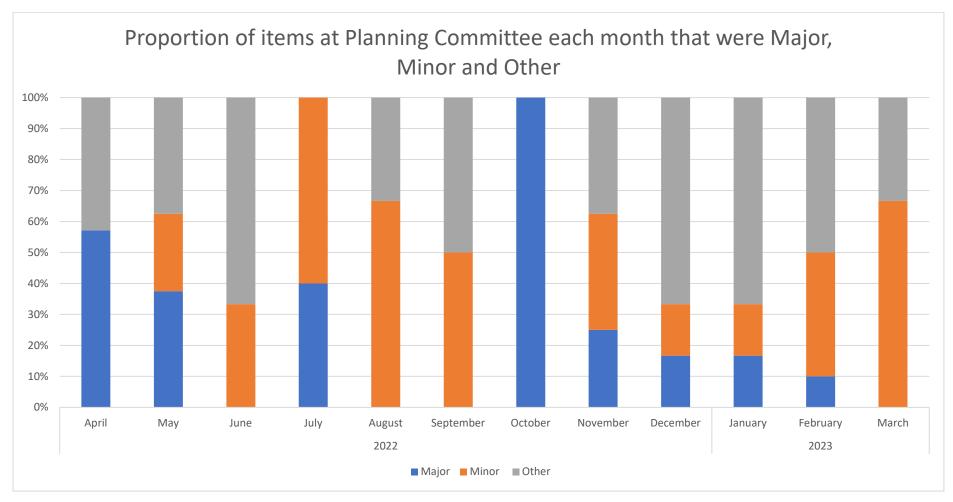
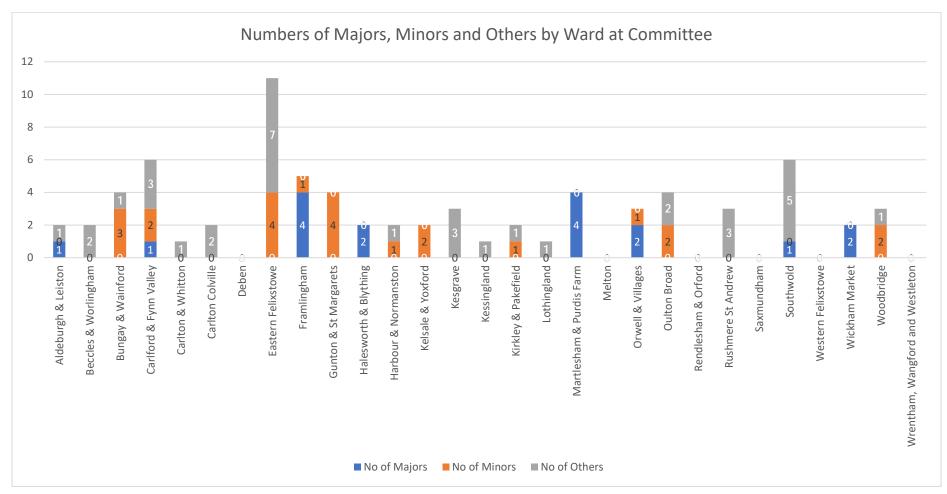


Figure 4: Number of items at Planning Committee that were Major, Minor and Other, between 1 April 2022 and 31 March 2023, shown by Ward.



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix S: The reasons items were at Planning Committee between 1 April 2022 and 31 March 2023



Figure 1: Pie chart showing the proportion of items at Planning Committee because of an ESC connection, Referral by the Planning Referral Panel or called in by the Committee Chair/Vice Chair or Head of Service between 1 April 2022 and 31 March 2023

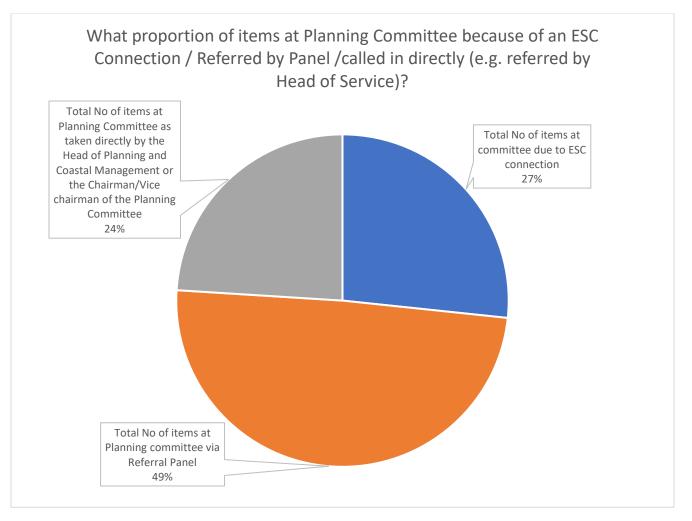


Figure 2: The reasons items were at Planning Committee (i.e. because of an ESC connection, Referral by the Planning Referral Panel or called in by the Committee Chair/Vice Chair or Head of Service) each month between 1 April 2022 and 31 March 2023, shown by number of items.

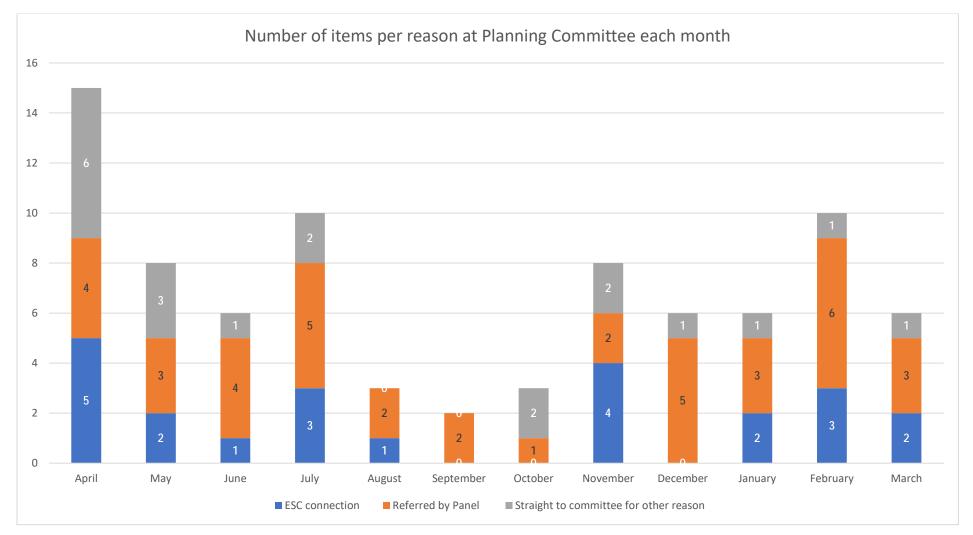
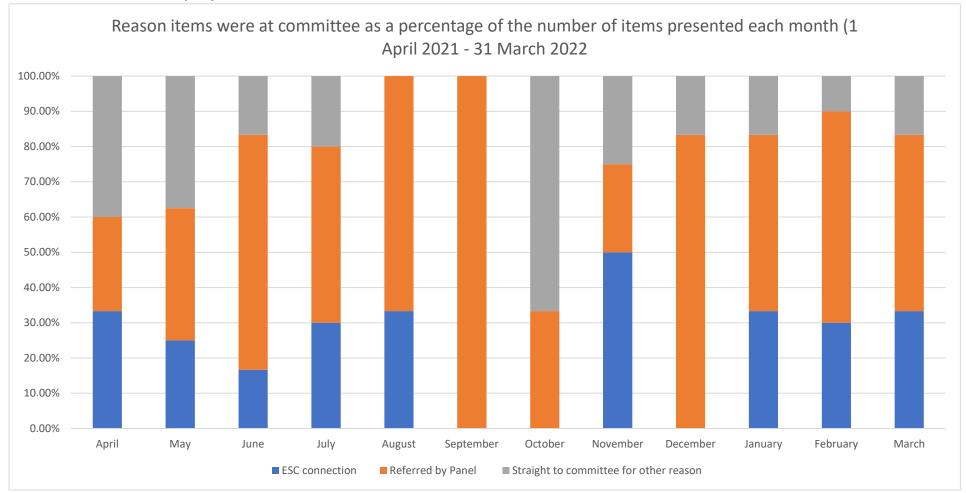


Figure 3: The reasons items were at Planning Committee (i.e. because of an ESC connection, Referral by the Planning Referral Panel or called in by the Committee Chair/Vice Chair or Head of Service) each month between 1 April 2022 and 31 March 2023, shown as proportions.



<u>Figure 4:</u> The number of items at Planning committee by Ward with the reasons they 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) between 1 April 2022 and 31 March 2023

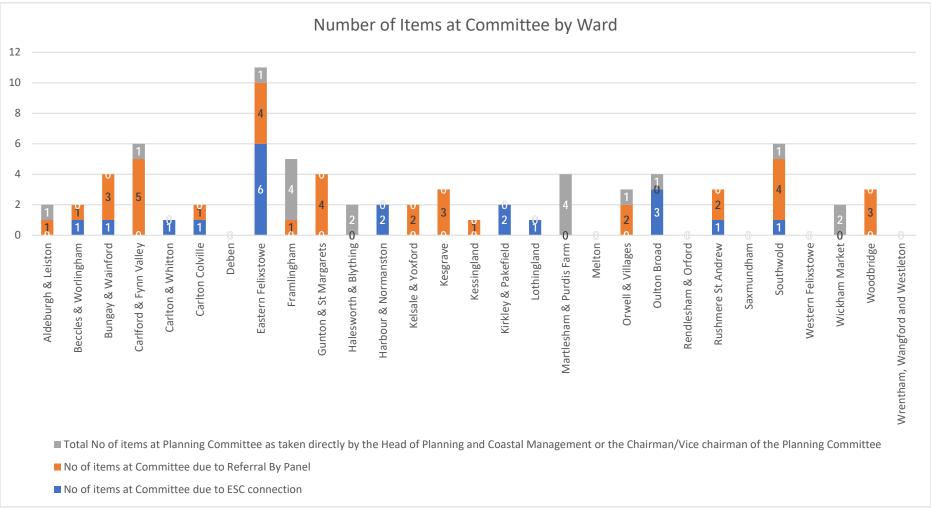
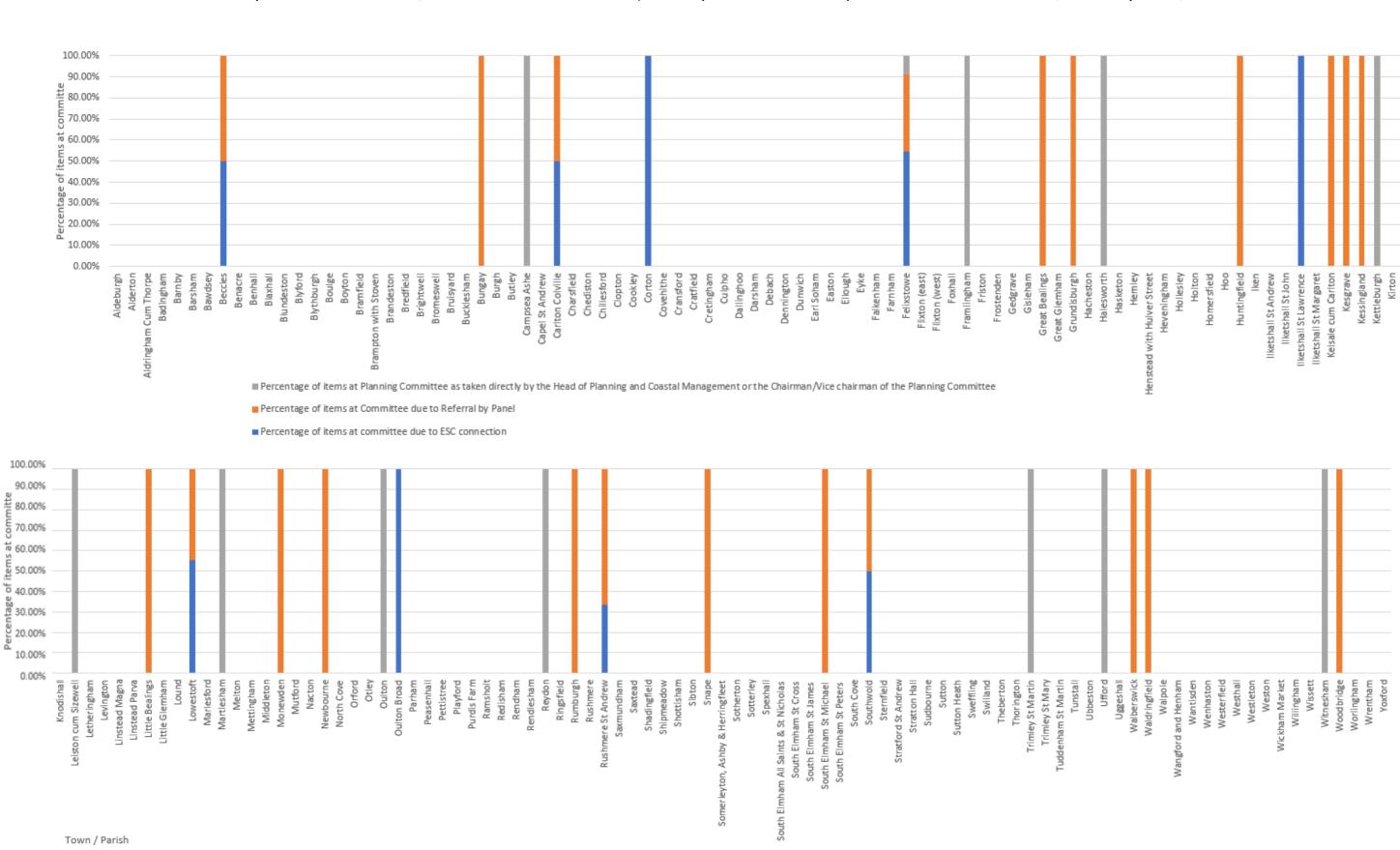


Figure 5: The proportion of items at Planning committee for each of the reasons they could be at Planning Committee (i.e. because of an ESC connection, Referral by the Planning Referral Panel or called in by the Committee Chair/Vice Chair or Head of Service) for the period between 1 April 2022 and 31 March 2023, shown by Town/Parish.



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix T: Attendance / Public Speaking at Planning Committee



Figure 1: Percentage of Planning Committee items, on which a potential speaker spoke between 1 April 2022 and 31 March 2023

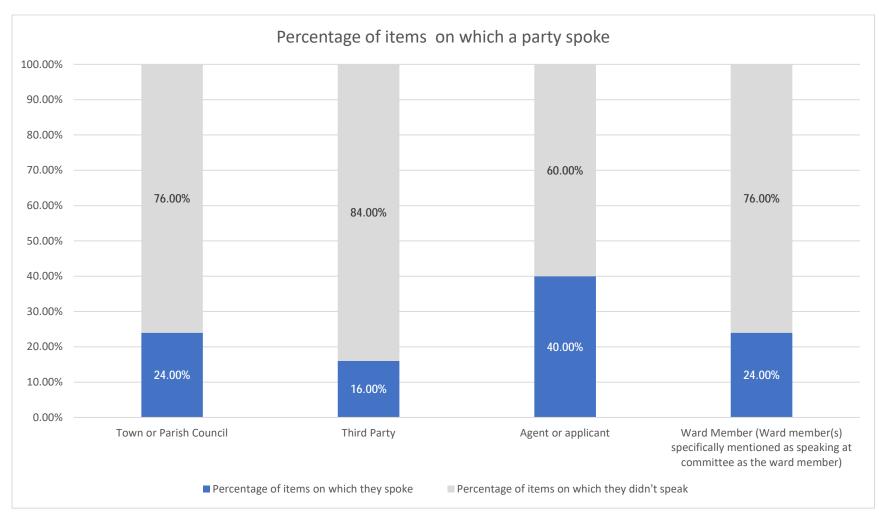


Figure 2: Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because they had been called straight to Planning Committee by the Chairs, Vice Chairs or the Head of Service between 1 April 2022 and 31 March 2023

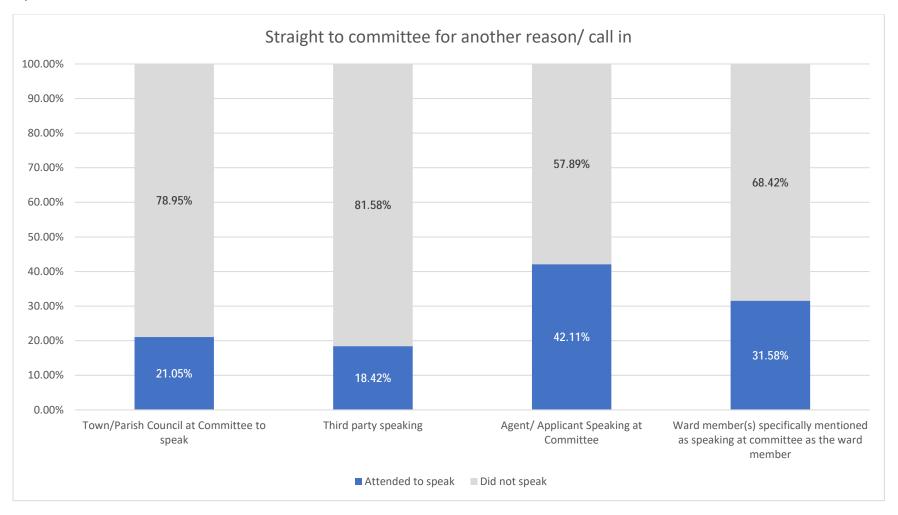


Figure 3: Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because of an ESC connection between 1 April 2022 and 31 March 2023

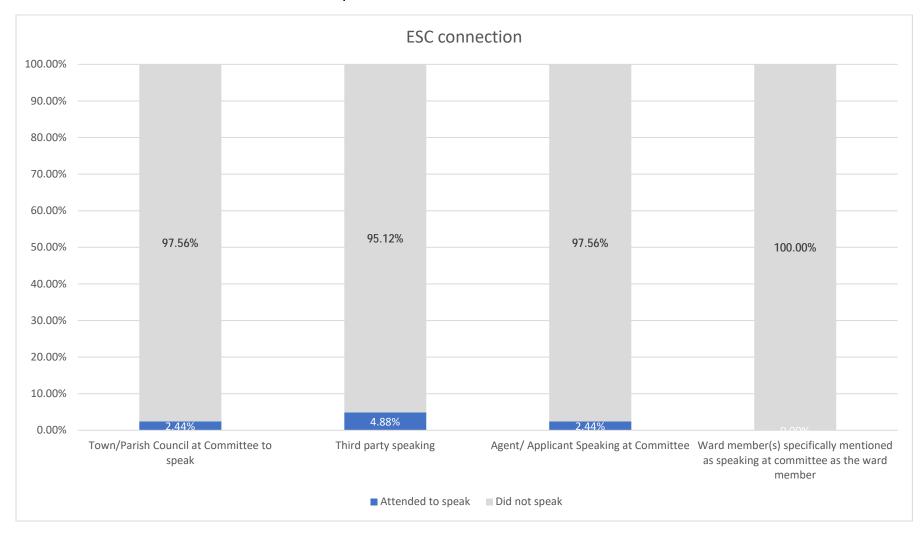
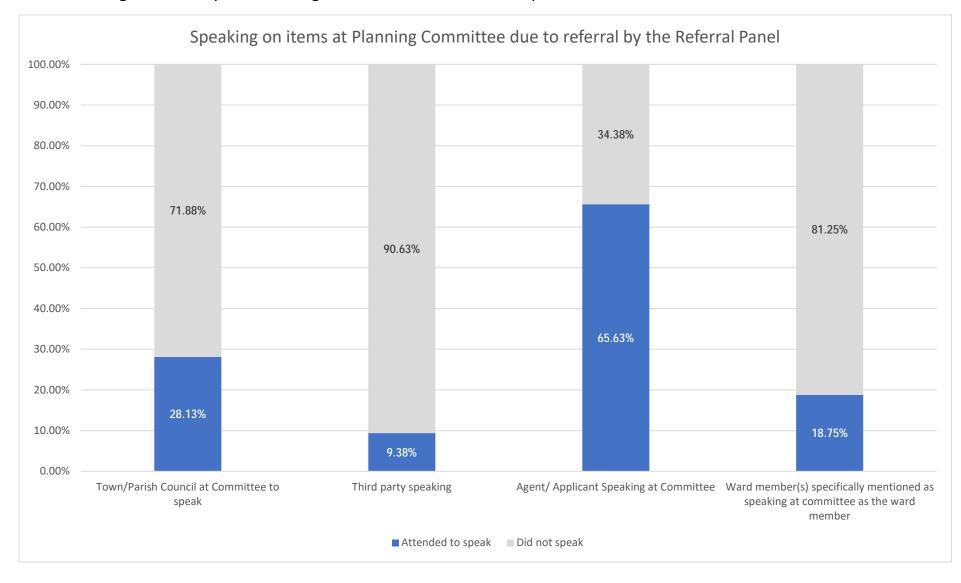


Figure 4: Percentage of Planning Committee items, on which a potential speaker spoke, that were at Planning Committee because being Referred by the Planning Referral Panel between 1 April 2022 and 31 March 2023



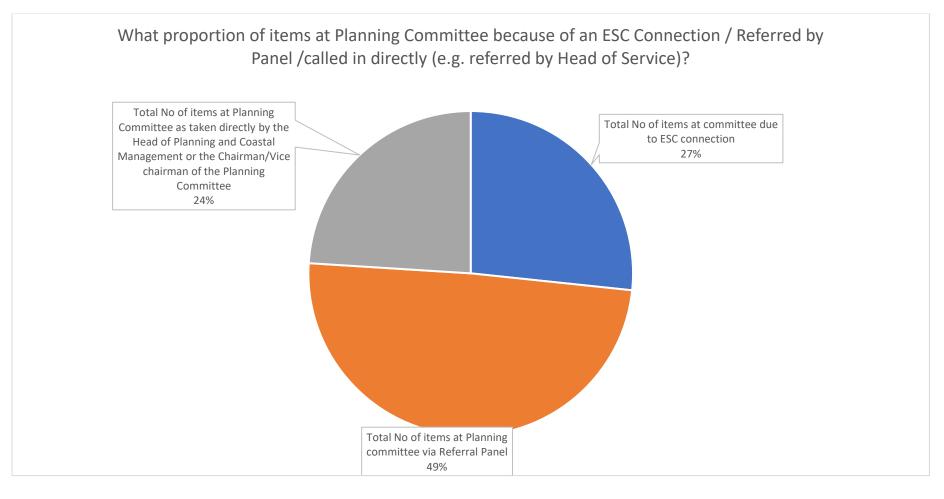
Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix U: The proportions of Planning Applications being determined via each route between 1 April 2022 and 31 March 2023.

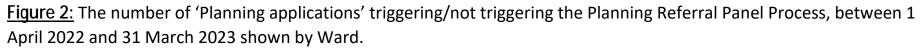


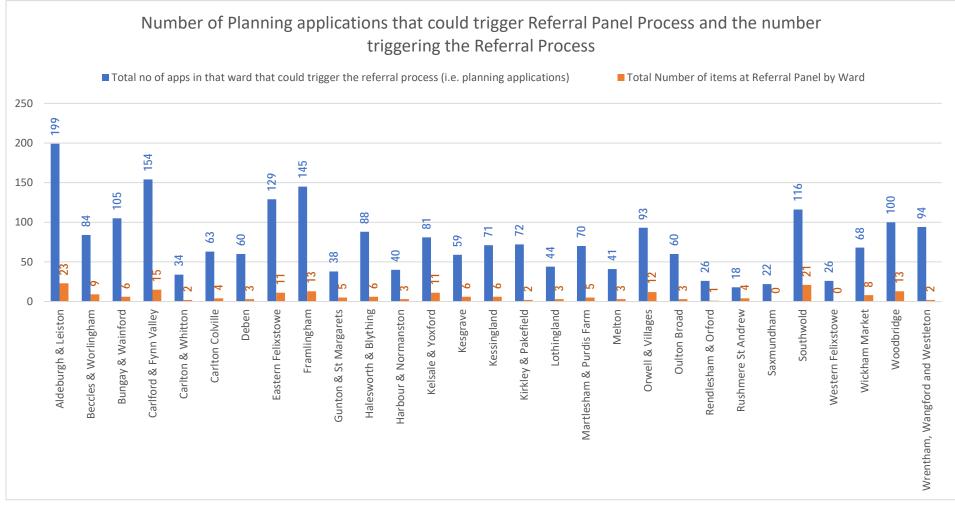
Appendix U: The proportions of Planning Applications being determined via each route between 1 April 2022 and 31 March 2023.

<u>Figure 1:</u> A pie chart showing the proportions of all Planning Applications that were determined by Planning Committee having being taken straight there due to call in, or Planning Committee due to ESC Connection, or Planning Committee via the Referral Panel Process, or Delegated without triggering the Referral Process or Delegated following the Referral Panel Process, between 1 April 2022 and 31 March 2023.



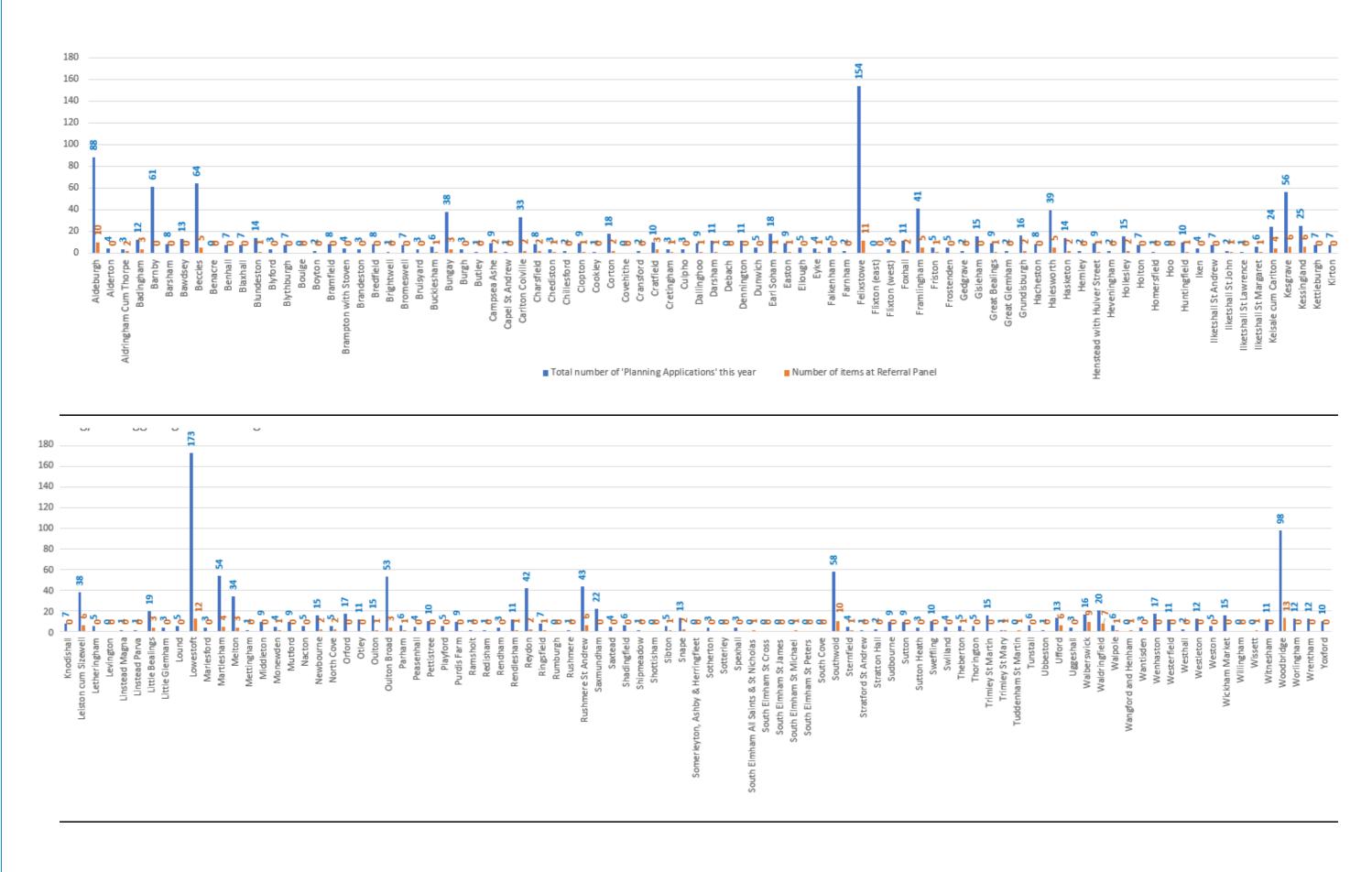
Appendix U: The proportions of Planning Applications being determined via each route between 1 April 2022 and 31 March 2023.





Appendix U: The proportions of Planning Applications being determined via each route between 1 April 2022 and 31 March 2023.

Figure 3: The number of 'Planning applications' triggering/not triggering the Planning Referral Panel Process, between 1 April 2022 and 31 March 2023 shown by Parish



Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

Appendix V: The outcomes of Planning Applications between 1 April 2022 and 31 March 2023



Figure 1: A pie chart showing the proportions of all 'Planning Applications' that were Refused or Approved, between 1 April 2022 and 31 March 2023 (all determination routes)

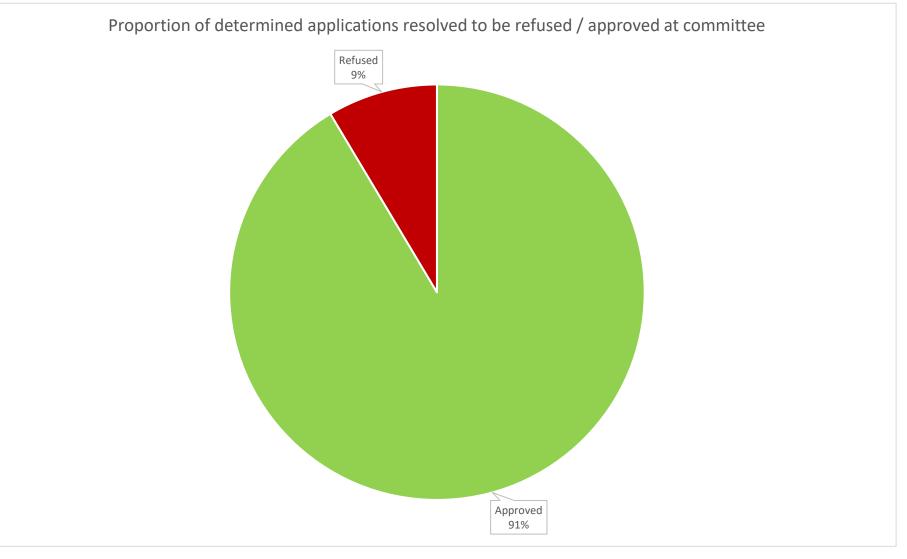
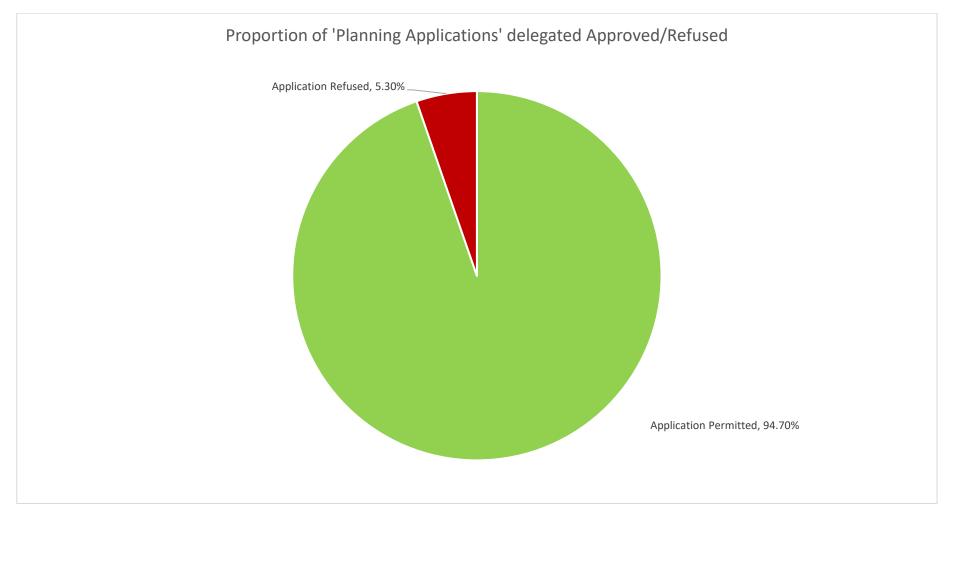


Figure 2: A pie chart showing the proportions of Planning Applications that were Refused or Approved, and determined by officers under the scheme of delegation between 1 April 2022 and 31 March 2023



<u>Figure 3:</u> A Pie chart showing the proportion of Planning Applications that were determined by officers that were Refused or Approved, following being Delegated by the Planning Referral Panel back to officers, between 1 April 2022 and 31 March 2023.

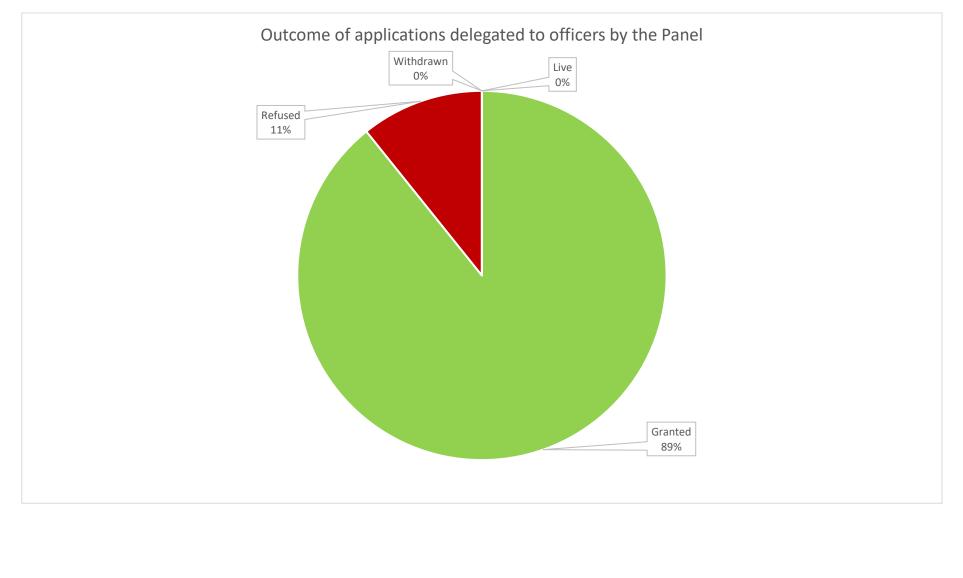


Figure 4: Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, between 1 April 2022 and 31 March 2023.

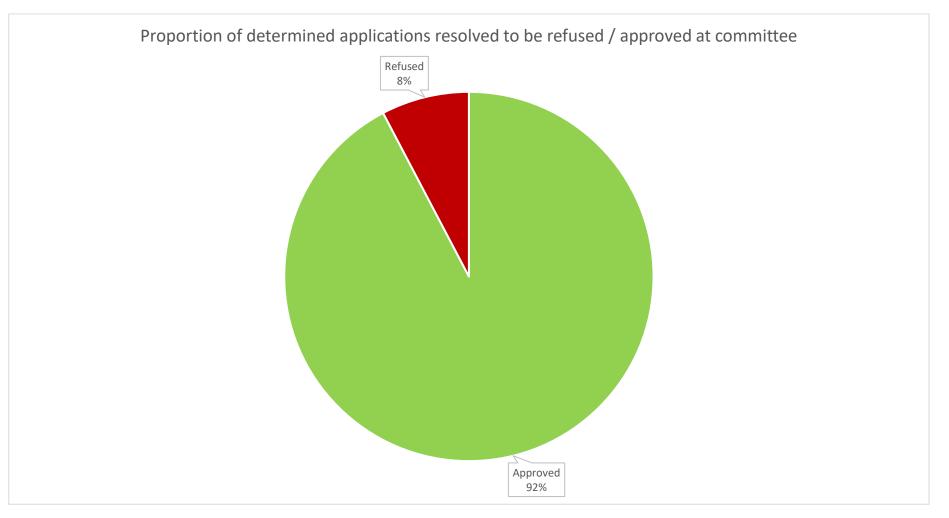
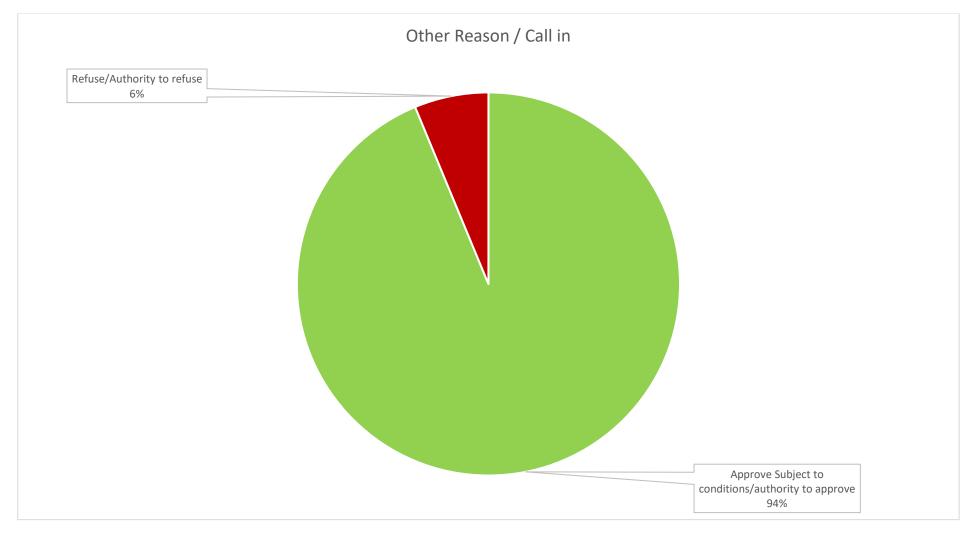


Figure 5: Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, that were called straight to Planning Committee by the Chairs/Vice Chairs or Head of Service between 1 April 2022 and 31 March 2023



<u>Figure 6:</u> Pie chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, that were referred to Planning Committee by the Planning Referral Panel between 1 April 2022 and 31 March 2023.

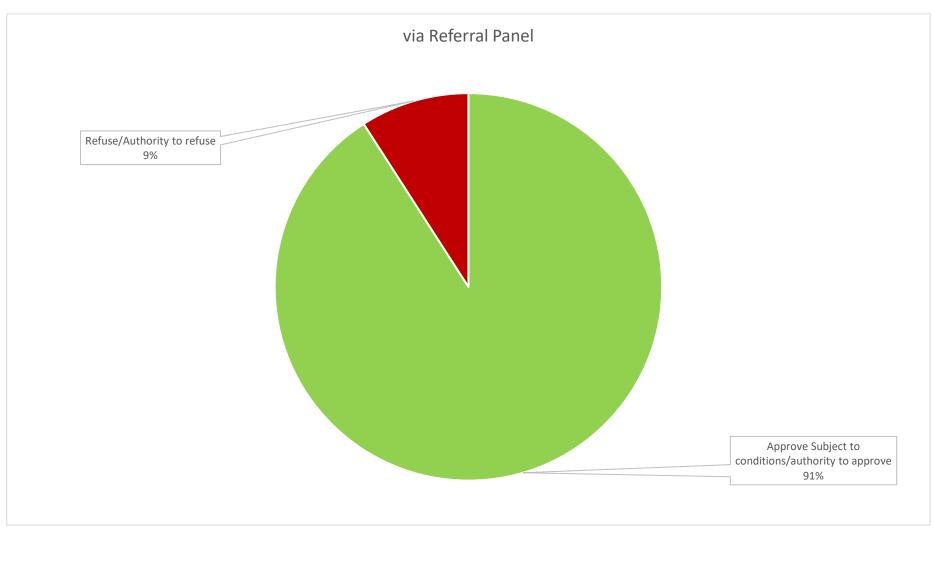
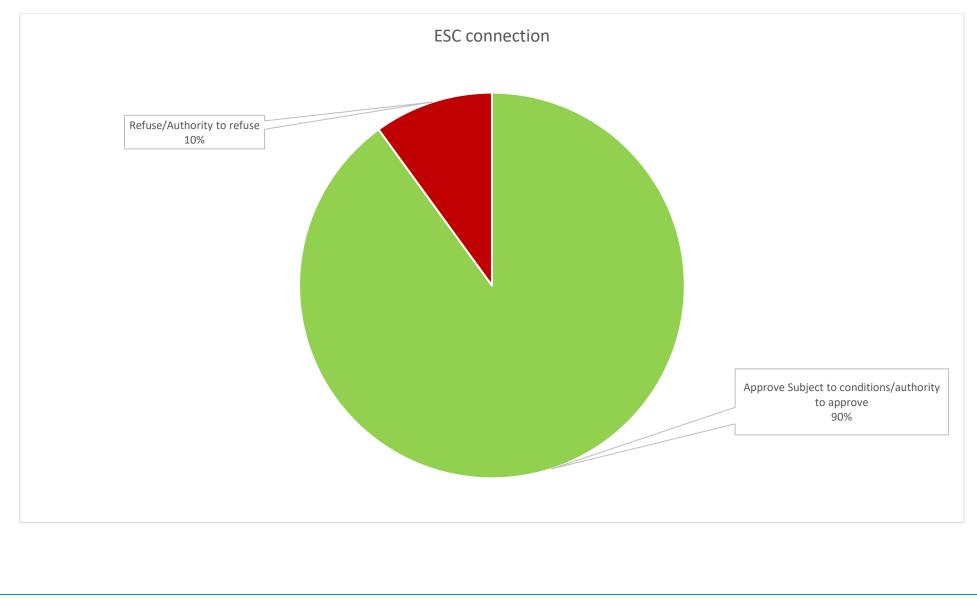


Figure 7: Pie Chart showing the proportion of Planning Applications that were resolved to be Refused or Approved, by Planning Committee, that were taken to Planning Committee due to an East Suffolk Council connection between 1 April 2022 and 31 March 2023.

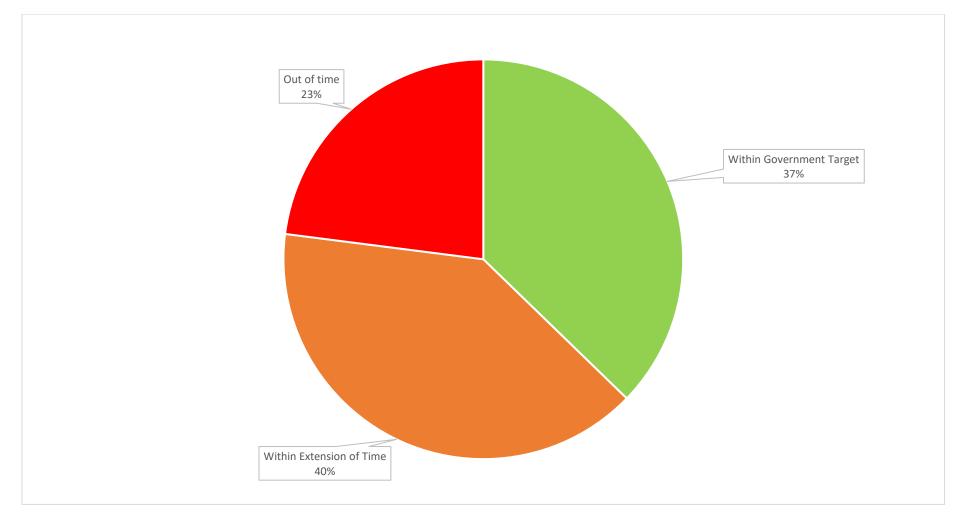


Appendices to "Review of the North, South and Strategic Planning Committees and the work of the Referral Panel 2022 -2023"

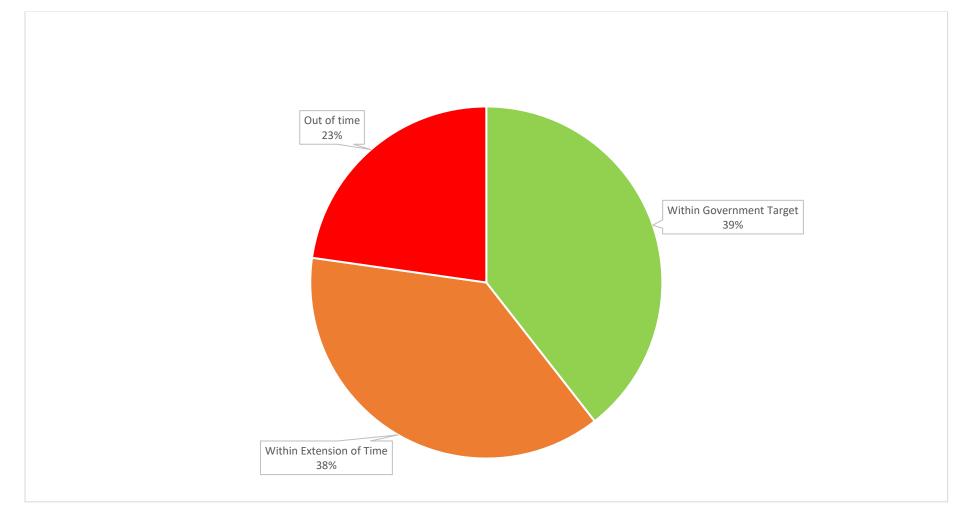
Appendix W: The timeliness of decisions, based upon determination route:



<u>Figure 1:</u> The proportion of 'Planning Applications' determined at officer level within Government Targets, an agreed Extension of Time or that were out of time (includes both cases that did not trigger the Planning Referral Process and those cases that triggered the Planning Referral Process, and were then delegated back to officers for determination) (1 April 2022 – 31 March 2023)



<u>Figure 2:</u> The proportion of 'Planning Applications' determined at officer level within Government Targets, an agreed Extension of Time or that were out of time, that did not trigger the Planning Referral Process. (1 April 2022 – 31 March 2023)



<u>Figure 3:</u> The proportion of 'Planning Applications' determined at officer level within Government Targets, an agreed Extension of Time or that were out of time, which triggered the Planning Referral Process and were then delegated back to officers for determination. (1 April 2022 – 31 March 2023)

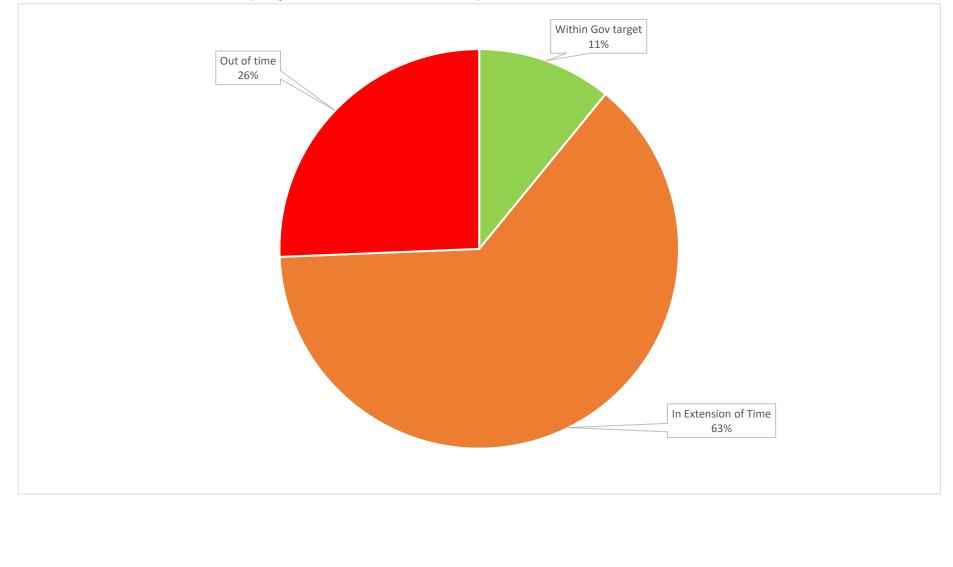
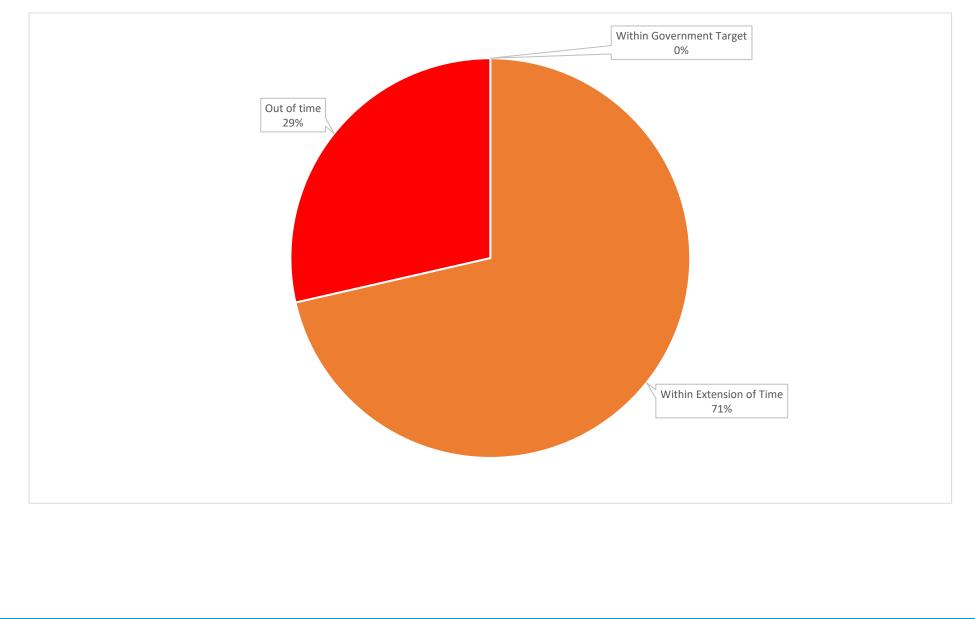


Figure 4: The proportion of all 'Planning Applications' determined at Planning Committee within Government Targets, an agreed Extension of Time or that were out of time (1 April 2022 – 31 March 2023)



<u>Figure 5:</u> The proportion of 'Planning Applications' determined at Planning Committee within Government Targets, an agreed Extension of Time or that were out of time, which were at Planning Committee after being referred by the Planning Referral Panel (1 April 2022 – 31 March 2023)

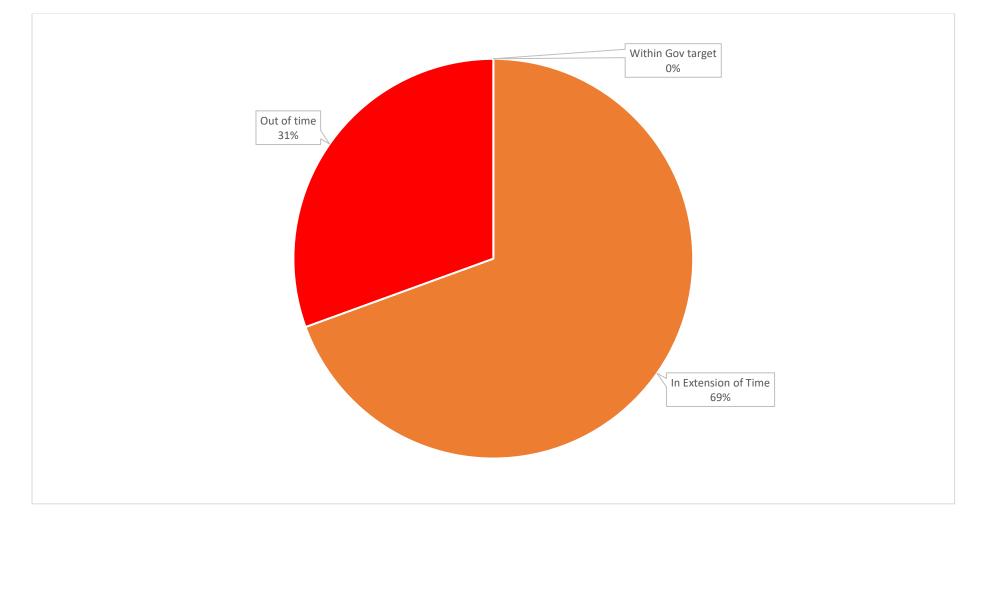
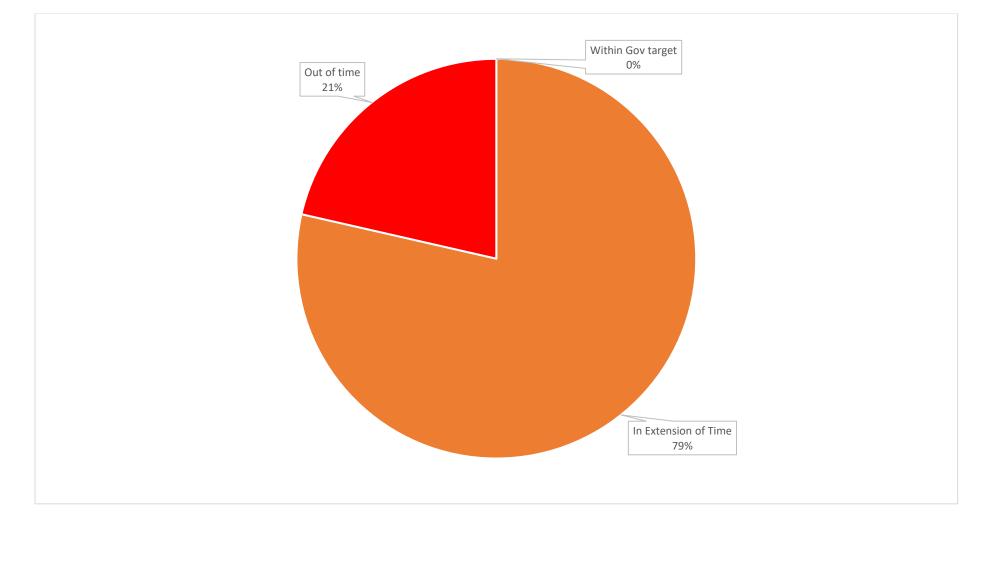


Figure 6: The proportion of 'Planning Applications' determined at Planning Committee within Government Targets, an agreed Extension of Time or that were out of time, which were at Planning Committee due to being called in by the Head of Service, or the Planning Committee Chair/Vice-chair. (1 April 2022 – 31 March 2023)



<u>Figure 7:</u> The proportion of 'Planning Applications' determined at Planning Committee within Government Targets, an agreed Extension of Time or that were out of time, which were at Planning Committee due to an East Suffolk Council connection. (1 April 2022 – 31 March 2023)

