

# AGENDA

**NOTE: In the case of non-members, this agenda is for information only**

**Committee** - **POLICY DEVELOPMENT AND REVIEW PANEL 1**

**Date & Time** - TUESDAY, 27 NOVEMBER, 2007 at 5.30 pm

**Venue** - NORFOLK & DEREHAM ROOMS, THE CONFERENCE SUITE, ELIZABETH HOUSE, DEREHAM

**Note:**

**The Chairman and Members of the Council's Development Control Committee are cordially invited to attend for joint consideration with the PDRP1 for Local Development Framework Agenda item 6.**

**Members of the Committee requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Committee.**

**Panel 1 Members:**

Mr J.D. Rogers (Chairman)  
Mrs M.P. Chapman-Allen  
Mr R.P. Childerhouse  
Mr P.J. Duigan  
Mr A.P. Joel (Vice-Chairman)

Mr K. Martin  
Mr I.A.C. Monson  
Mrs P. Quadling  
Mrs P.A. Spencer  
Mrs L.S. Turner

Committee Services  
Elizabeth House, Walpole Loke,  
Dereham Norfolk, NR19 1EE  
Date: Tuesday, 20 November 2007

**PERSONS ATTENDING THE MEETING  
ARE REQUESTED TO TURN OFF MOBILE  
TELEPHONES**

# PROTOCOL

## The Working Style of the Policy Development & Review Panels

This document sets out the roles of Members and Officers, and the general principles to be adopted by the Policy Development & Review Panels (PD&RP) overseeing the Panel's mode of operation.

### **Member Leadership**

Members of the Panel will undertake scrutiny topics as directed by the Overview & Scrutiny Commission (O&SC) and will recognise that best practice identifies scrutiny as a Member-led activity. The Panel will expect Cabinet members, to take responsibility for answering their questions about topics which primarily relate to the Council's activities.

### **A Constructive Atmosphere**

Meetings of the Panel will be constructive and not judgmental. Panel recognises and accepts that effective scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at Panel should be given due respect and not made to feel under attack.

### **Independence**

Members of the PD&RP will not be subject to whipping arrangements by the party groups.

### **Respect and Trust**

Meetings will be conducted in a spirit of mutual respect and trust.

### **Consensus**

Members of the Panel will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations. There will be recognition that the Panel has a primary duty to scrutinise on behalf of the community.

### **Openness and Transparency**

The PD&RP's business will be open and transparent, except where there are sound reasons for protecting confidentiality. The minutes of the Panel's meetings will explain the discussion and debate so that they can be understood by an outside reader.

### **Impartial and Independent Officer Advice**

Officers who advise and support the Panel will give impartial and independent advice, as officers support all members of the Council.

### **Regular Review**

There will be regular reviews of how the scrutiny process is working, and a willingness to change if it is not working effectively.

### **Programming and Planning**

The Panel will have a programme of work assigned by the Overview & Scrutiny Commission. The Panel will be able to suggest additional topics for review through the O&SC for approval in the work programme. Before each topic is commenced, the O&SC will agree the scope of the exercise, what information they will need initially, and which members, officers and external witnesses they wish to see.

### **Managing Time**

The Panel will aim to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses. Where possible, members should give advance notice of specific questions being provided at the time of the meeting to save items being deferred.

**PART A**  
**ITEMS OPEN TO THE PUBLIC**

Page(s)  
herewith

1. **MINUTES**

To confirm the Minutes of the meeting held on 8 November 2007.

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2. **APOLOGIES**

To receive apologies for absence.

3. **URGENT BUSINESS**

To note whether the Chairman proposes to accept any item as urgent business, pursuant to Section 100(B)(4)(b) of the Local Government Act, 1972.

4. **DECLARATION OF INTEREST**

Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda. The Members' Code of Conduct requires that declarations include the nature of the interest and whether it is a personal or prejudicial interest.

5. **NON-MEMBERS WISHING TO ADDRESS THE MEETING**

To note the names of any non-members wishing to address the meeting.

6. **LOCAL DEVELOPMENT FRAMEWORK (LDF): BRECKLAND CORE STRATEGY AND DEVELOPMENT CONTROL POLICIES DEVELOPMENT PLAN DOCUMENT (DPD) - PREFERRED POLICY OPTIONS**

To consider the remaining Preferred Policy Options which were adjourned from the last meeting (previous Minute 75/07 refers):

Development Control Policies

- ◇ DC16 Renewable Energy
- ◇ DC17 Design
- ◇ DC18 Historic Environment
- ◇ DC19 Conversion of Buildings of particular Historic or Architectural Merit
- ◇ DC20 Provision of Community Facilities, Recreation and Leisure
- ◇ DC21 Protection of Key Services and Facilities
- ◇ DC22 Highway Safety
- ◇ DC23 Parking Provision
- ◇ DC24 Corridors of Movement
- ◇ DC26 Conversion of Buildings in the Countryside
- ◇ DC27 Farm Diversification

**Members are reminded to bring to the meeting their copies of the relevant documents as previously circulated.**

7. **NEXT MEETING**

The next meeting will be held on 18 December 2007 at 10.00 a.m. in the Anglia Room, Elizabeth House, Dereham.