



To: **Members of the Planning & Regulation Committee**

***Notice of a Meeting of the Planning & Regulation  
Committee***

**Monday, 16 October 2017 at 2.00 pm**

**Committee Rooms 1&2 - County Hall, New Road, Oxford OX1 1ND**

Peter G. Clark  
Chief Executive

October 2017

*Committee Officer:* **Graham Warrington**  
*Tel:* 07393 001211; *E-Mail:*  
[graham.warrington@oxfordshire.gov.uk](mailto:graham.warrington@oxfordshire.gov.uk)

---

*Members are asked to contact the case officers in advance of the committee meeting if they have any issues/questions of a technical nature on any agenda item. This will enable officers to carry out any necessary research and provide members with an informed response.*

---

**Membership**

Chairman – Councillor Les Sibley  
Deputy Chairman - Councillor Jeannette Matelot

*Councillors*

Mrs Anda Fitzgerald-  
O'Connor  
Mike Fox-Davies  
Stefan Gawrysiak  
Dr Kirsten Johnson

Bob Johnston  
Mark Lygo  
Glynis Phillips  
G.A. Reynolds

Judy Roberts  
Dan Sames  
Alan Thompson

---

**Notes:**

- **Date of next meeting: 27 November 2017**

## Declarations of Interest

### The duty to declare.....

Under the Localism Act 2011 it is a criminal offence to

- (a) fail to register a disclosable pecuniary interest within 28 days of election or co-option (or re-election or re-appointment), or
- (b) provide false or misleading information on registration, or
- (c) participate in discussion or voting in a meeting on a matter in which the member or co-opted member has a disclosable pecuniary interest.

### Whose Interests must be included?

The Act provides that the interests which must be notified are those of a member or co-opted member of the authority, **or**

- those of a spouse or civil partner of the member or co-opted member;
- those of a person with whom the member or co-opted member is living as husband/wife
- those of a person with whom the member or co-opted member is living as if they were civil partners.

(in each case where the member or co-opted member is aware that the other person has the interest).

### What if I remember that I have a Disclosable Pecuniary Interest during the Meeting?.

The Code requires that, at a meeting, where a member or co-opted member has a disclosable interest (of which they are aware) in any matter being considered, they disclose that interest to the meeting. The Council will continue to include an appropriate item on agendas for all meetings, to facilitate this.

Although not explicitly required by the legislation or by the code, it is recommended that in the interests of transparency and for the benefit of all in attendance at the meeting (including members of the public) the nature as well as the existence of the interest is disclosed.

A member or co-opted member who has disclosed a pecuniary interest at a meeting must not participate (or participate further) in any discussion of the matter; and must not participate in any vote or further vote taken; and must withdraw from the room.

Members are asked to continue to pay regard to the following provisions in the code that *“You must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself”* or *“You must not place yourself in situations where your honesty and integrity may be questioned.....”*.

Please seek advice from the Monitoring Officer prior to the meeting should you have any doubt about your approach.

### List of Disclosable Pecuniary Interests:

**Employment** (includes *“any employment, office, trade, profession or vocation carried on for profit or gain”*.), **Sponsorship, Contracts, Land, Licences, Corporate Tenancies, Securities.**

For a full list of Disclosable Pecuniary Interests and further Guidance on this matter please see the Guide to the New Code of Conduct and Register of Interests at Members’ conduct guidelines.

<http://intranet.oxfordshire.gov.uk/wps/wcm/connect/occ/Insite/Elected+members/> or contact Glenn Watson on **07776 997946** or [glenn.watson@oxfordshire.gov.uk](mailto:glenn.watson@oxfordshire.gov.uk) for a hard copy of the document.

**If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named on the front page, but please give as much notice as possible before the meeting.**

# AGENDA

1. **Apologies for Absence and Temporary Appointments**
2. **Declarations of Interest - see guidance note opposite**
3. **Minutes** (Pages 1 - 4)

To approve the minutes of the meeting held on 4 September 2017 (**PN3**) and to receive information arising from them.

4. **Petitions and Public Address**
5. **Chairman's Updates**
6. **Sheehan Recycled Aggregates Plant - Dix Pit**

Proper notice having been given under Standing Order 7(d)(i) Councillor Charles Mathew has requested an oral report regarding persistent breaches of a routeing agreement by Sheehans through the village of Sutton.

Officers will report.

7. **Update to Local List of Information Requirements for Validation of Planning and Related Applications.** (Pages 5 - 70)

Report by the Director for Planning & Place (**PN7**).

It is a statutory requirement that the Local List of Information Requirements for the Validation of Planning and Related Applications (the Local List) is updated at least every two years. If not then it cannot be used for the purposes of validating planning applications.

Planning & Regulation Committee resolved to adopt the current Local List on 19 October 2015. That was published on the website in January 2016 and so is due for updating by January 2018.

The list has been reviewed following an informal consultation with internal consultees. There have been no significant changes to the drivers for individual items on the list; therefore no major changes are necessary to the items on the list. The only new item on the list is the requirement for a drainage strategy. Other proposed modifications are minor changes to the detail in the supporting text.

It is **RECOMMENDED** that:

- (a) *the draft revised Local List of Information Requirements as set out at Annex 1 to this report be subject to a three week period of public consultation;*
- (b) *if after that period and following further consultation with the Chairman and Deputy Chairman of the Planning & Regulation Committee, it was considered that no significant changes were required to the draft revised Local List of Information Requirements then the Director for Planning and Place be authorised to adopt and publish that list;*
- (c) *if, however, after that period and following further consultation with the Chairman and Deputy Chairman of the Planning & Regulation Committee, it was considered that significant changes were required to the draft revised Local List of Information Requirements, the matter be reported back to the Planning and Regulation Committee for further consideration.*

---

### **Pre-Meeting Briefing**

There will be a pre-meeting briefing at County Hall on **Monday 16 October** at **12.30 pm** for the Chairman, Deputy Chairman and Opposition Group Spokesman.