



City of
Doncaster
Council

Guide to Planning Committee meetings

Dated: June 2024

Accessibility at Planning Committee meetings, including general housekeeping

Planning committee meetings are held in the Council Chamber, which is accessed from the Civic Office reception and is situated on the 2nd floor.

All visitors will have been asked to sign in at business reception before being escorted up to the Chamber.

The second floor can be accessed via the stairs or lift.

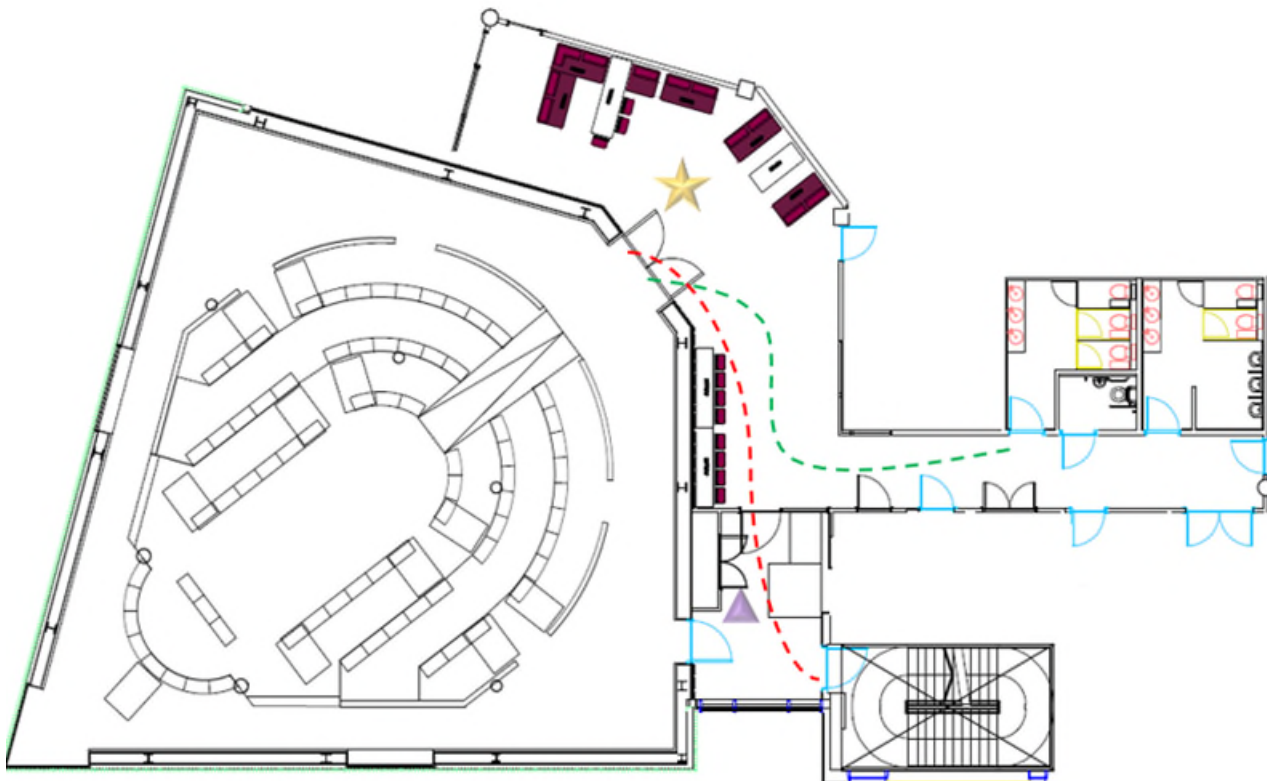
Visitors can quietly leave the Chamber at any point within the meeting, using the main entrance and following the route marked in red on the plan below.

Public toilet facilities are available by exiting the Chamber using the main entrance and following the route marked in green on the plan below.

Please note: The area identified on the plan with a  is not an area to be used by the Public. If you have exited the meeting and do not intend to re-join, you must immediately make your way back down to the ground floor.


It is vitally important, for Health & Safety reasons that you sign out at reception.

Council Chamber – Second Floor



Fire Procedure

If the alarm sounds, can all present leave the building as quickly as possible by way of the nearest exit. The assembly point is in the public square in front of CAST beyond the fountains, away from the Civic Office.

Anybody with mobility issues should wait in the Refuge Area near the lift (Marked  on the above plan) along with a member of Council staff, and use the intercom to call for assistance.

Webcasting Arrangements

Planning Committee meetings are recorded and available to view on the Council's website and YouTube channel, usually within 3 days of the meeting.

By entering the Council Chamber you are accepting that you will be recorded and your images will be retained and broadcast by the Council.

The Public's Responsibilities

The Planning Committee is not a public meeting, but a meeting to which the public are invited. All attendees must comply with the ruling of the Chair. They must not disturb the meeting or cause undue disturbance, to support this, mobile phones should be switched to silent mode.

Members of the public or press are allowed to record or film the meeting or any part of it, whilst it is held in public. However, this should not disturb proceedings and those filming should only focus upon those directly involved in the conduct of the meeting.

Who is on Planning Committee?

The Planning Committee is made up of 11 Borough Councillors.



Councillor Susan Durant
(Chair of Planning Committee)
Ward: Thorne and Moorends



Councillor Duncan Anderson
(Vice Chair of Planning Committee)
Ward: Hatfield



Councillor Iris Beech
Ward: Norton and Askern



Councillor Steve Cox
Ward: Finningley



Councillor Aimee Dickson
Ward: Armthorpe



Councillor Charlie Hogarth
Ward: Bentley



Councillor Sophie Liu
Ward: Hexthorpe and Balby North



Councillor John Mounsey
Ward: Adwick and Carcroft



Councillor Emma Muddiman-Rawlins
Ward: Wheatley Hills and Intake



Councillor Andy Pickering
Ward: Mexborough

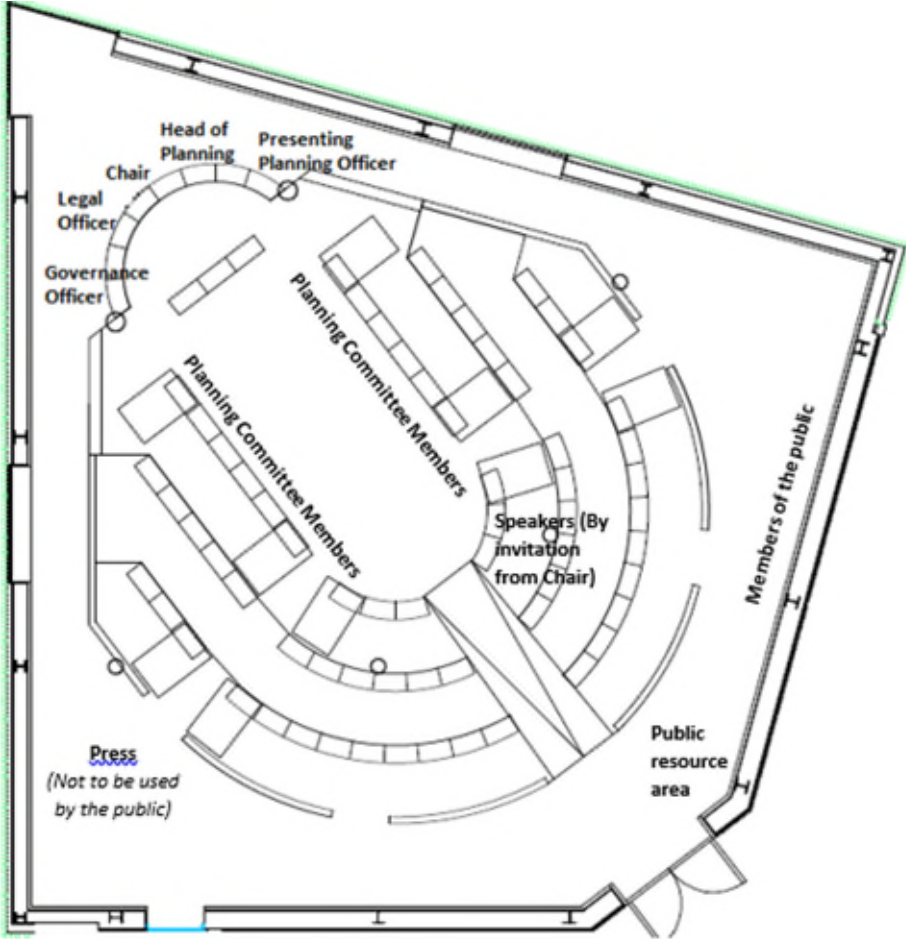


Councillor Garry Stapleton
Ward: Stainforth and Barnby Dun

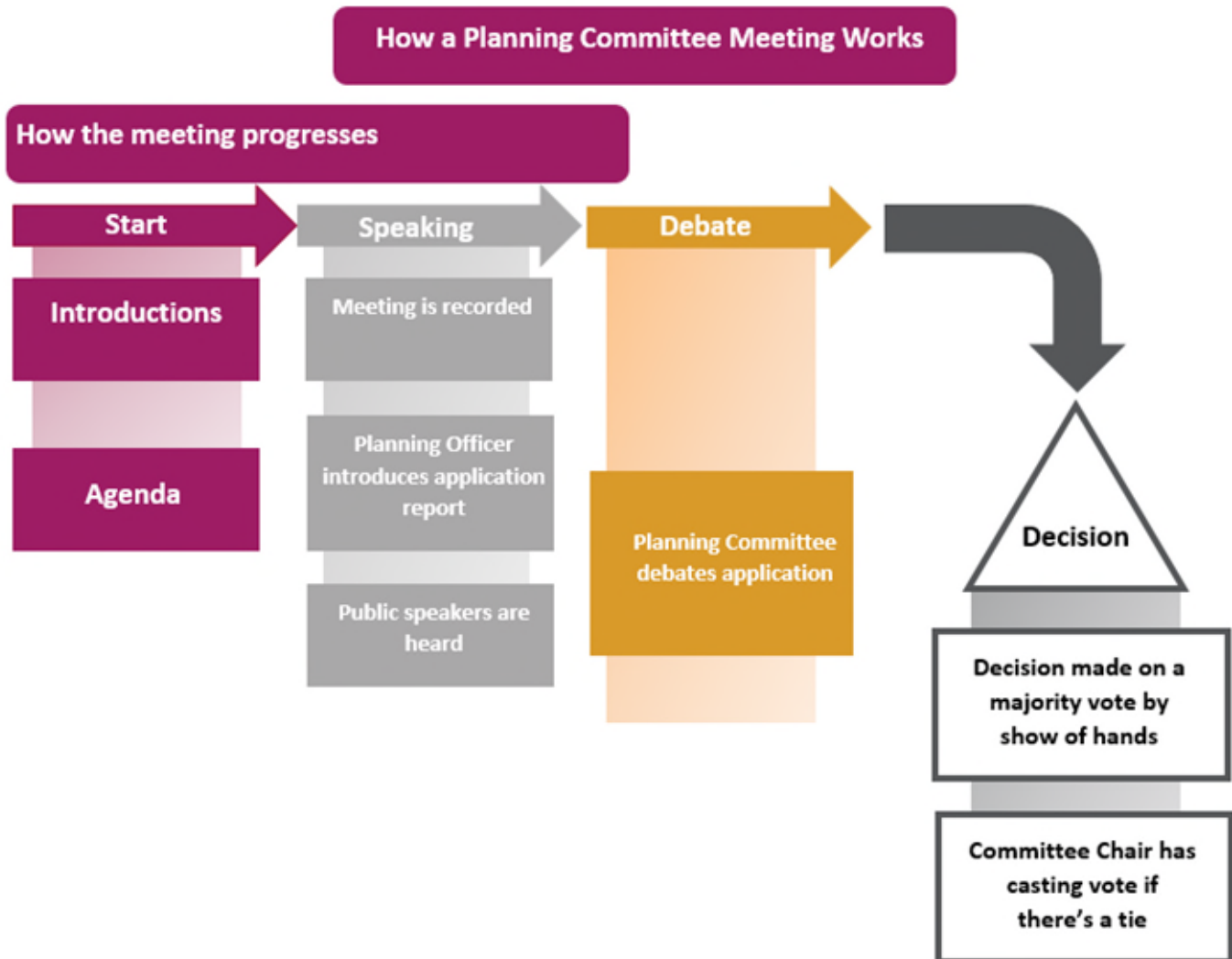
To view contact details for each Councillor please navigate to:
<https://doncaster.moderngov.co.uk/mgCommitteeMailingList.aspx?ID-133>
Alternatively, scan the following QR code:



The Council Chamber layout for a Planning Committee meeting



Planning Committee Meeting Process



Planning committee meetings use the following process:

- 1) The Planning Committee agenda papers are published online **5 working days** before the planning committee meeting. Any pre-committee updates will be published the day before Planning Committee. These can be viewed at the Council Chamber section on Doncaster Councils website at www.doncaster.gov.uk
- 2) Meetings will be recorded and available to view on the Council's website and YouTube channel;
- 3) The Planning Committee chair will open the meeting and make introductions;
- 4) Planning applications are usually taken in agenda order; however, at the discretion of the Chair, the order of business on the agenda may be varied at the meeting and with the agreement of the Committee;

The procedure for considering each item shall be as follows:

- The Case Planning Officer shall introduce the main points of the application including any post report updates, this being in the form of pre-committee amendments
- Chair will ask Speakers to address the committee. Time allocated to each category of speakers is 5 minutes in total. The categories and order of speakers is as follows:
 - i. Objector(s)

- ii. Town or Parish Council representative(s)
- iii. Ward Councillor(s) not sitting on Planning Committee
- iv. Supporter(s)
- v. The Applicant and/or Agent

Members of the Planning Committee may ask questions to speakers on point of clarification only;

- 5) The Head of Planning and/or Planning Officer will address, where necessary, any issues raised during public speaking;
- 6) The Planning Committee will consider the application and reach a decision;
- 7) Advice may be provided by the Head of Planning and/or the Planning Officer and/or the Legal Officer at any time as necessary;
- 8) The Chair of the meeting will bring the Planning Committee to a vote taken by a show of hands. In the event of the votes being equal the Chair has an additional casting vote.

Planning Committee decisions

Applications can be approved, refused or deferred.

Where the decision is in line with the officer recommendation, the reasons for the decision will be set out in the officer's report.

Where the decision is to go against the officer recommendation reasons must be given by Planning Committee members and these reasons **must** be made on material planning matters*.

Deferrals tend to be made to allow further information to be gathered, usually by the means of a site visit. If seconded and voted upon by a majority of members, a site visit will take place. Members must state planning reasons for visiting the site. The planning application will be reconsidered at the next planning committee.

*Material planning matters may include (but are not limited to):

Overlooking/loss of privacy, Loss of light or overshadowing, Parking, Highways safety, Traffic, Noise, Effect on listed building or conservation area, Layout and density of building, Design, appearance and materials, Government circulars, Orders and Statutory Instruments, Previous planning decisions on the site, Previous appeal decisions on the site, Local, Strategic and National planning policies.

List of frequently used acronyms

CS	Core Strategy
HELAA	Housing & Economic Land Availability Assessment
HMO	House in multiple occupation
LDD	Local Development Document
LDF	Local Development Framework
LPA	Local Planning Authority
NPP	Neighbourhood Planning Protocol
NPPF	National Planning Policy Framework
PPG	Planning Policy Guidance
PPS	Planning Policy Statement
S106	Section 106 Legal Agreement
SA	Sustainability Appraisal

CS	Core Strategy
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SHLAA	Strategic Housing Land Availability Assessment
SPD	Supplementary Planning Document
TPO	Tree Preservation Order