

West Dunbartonshire Council

Procedure for Elected Member Briefing –
Redevelopment at the Artizan Centre, Dumbarton
10 October 2023

1. The briefing will take place in person in the Civic Space, Church Street, Dumbarton. All Elected Members of the Council will be invited to attend and they will be able to participate in the meeting.
2. The Planning, Building Standards and Environmental Health Manager, Legal Advisor and Committee Clerk will be present in the Civic Space, Church Street, Dumbarton.
3. A briefing note will be circulated prior to the meeting and this will give the details of the development, the main issues together with the relevant development plan policies. No recommendation is provided and no decision is required.
4. Members should have regard to the Councillors Code of Conduct that they can provide a provisional view however opinions or views expressed must be mindful of the overarching requirements of fairness and impartiality and of keeping an open mind until the application is presented to a future meeting of the Planning Committee for determination.
5. The meeting will be chaired by the Planning, Building Standards and Environmental Health Manager.
6. The Planning, Building Standards and Environmental Health Manager will welcome members and participants to the meeting and will advise Members and participants of the arrangements for this meeting.
7. The Planning, Building Standards and Environmental Health Manager will make a direction that no photography or recording of the proceedings will be made by any party.
8. The Planning, Building Standards and Environmental Health Manager will advise that attendance and any apologies for absence will be recorded.
9. The Planning, Building Standards and Environmental Health Manager will give a short introduction about the briefing paper.
10. The applicant's agent will make a short presentation about the development proposals and there will be an opportunity for members to ask questions of the applicant's agent at the conclusion of the presentation.

11. The Planning, Building Standards and Environmental Health Manager will bring the meeting to a close.
12. The minutes of the meeting will be recorded and will be available publicly.