

WEST DUNBARTONSHIRE COUNCIL
Council Offices, Garshake Road, Dumbarton G82 3PU

8 March 2012

PLEASE NOTE VENUE OF MEETING

SPECIAL MEETING:

LOCAL REVIEW BODY

**WEDNESDAY, 21 MARCH 2012
MEETING ROOM 3
COUNCIL OFFICES
GARSHAKE ROAD
DUMBARTON**

Dear Member,

Please attend a Special Meeting of the **Local Review Body** to be held in Meeting Room 3, Council Offices, Garshake Road, Dumbarton on **Wednesday, 21 March 2012 at 2.00 p.m.**

Please note that a copy of the procedures to be followed at the meeting is enclosed with the Agenda.

The business is as shown on the enclosed Agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Provost Denis Agnew
Councillor Jim Finn
Councillor Jim Brown
Councillor Gail Casey
Councillor Douglas McAllister
Councillor Jonathan McColl
Councillor Craig McLaughlin
Councillor Willie McLaughlin
Councillor Marie McNair
Councillor Lawrence O'Neill

All other Councillors for information

Chief Executive
Executive Director of Corporate Services
Executive Director of Educational Services
Executive Director of Housing, Environmental and Economic Development
Director of West Dunbartonshire Community Health and Care Partnership
Nigel Ettles, Principal Solicitor
Pamela Clifford, Planning and Building Standards Manager
Keith Bathgate, Team Leader (Development Management)
Alan Williamson, Team Leader (Forward Planning)

LOCAL REVIEW BODY
SPECIAL MEETING
WEDNESDAY, 21 MARCH 2012

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3. MINUTES OF PREVIOUS MEETING

Submit for approval as a correct record, the Minutes of Meeting of the Local Review Body held on 7 February 2012.

4. APPLICATION FOR REVIEW: DC11/213

Submit review papers for Planning Application DC11/213 – Proposed erection of balcony on rear elevation at 6 Fraser Avenue, Dumbarton.

For information on the above agenda please contact Craig Stewart, Committee Officer, Legal, Democratic & Regulatory Services, Council Offices, Garshake Road, Dumbarton G82 3PU. Tel: (01389) 737251 e-mail: craig.stewart@west-dunbarton.gov.uk

WEST DUNBARTONSHIRE COUNCIL

LOCAL REVIEW BODY

PROCEDURE TO BE FOLLOWED AT MEETING

1. The Chair will introduce himself and the Members of the Review Body.
2. The Planning Adviser will outline the details of the application.
3. The Members of the Local Review Body will then ask any appropriate questions to the officers present, i.e. Planning Adviser of the Local Review Body, Legal Adviser and Committee Officer.
4. If the Local Review Body then considers that there is sufficient information from the material before it, including the notice of review, the decision notice, and report of handling, and any further representations from interested parties, it may proceed to determine the review.
5. The Chair and the other Members of the Review Body will consider the information before them in terms of the submission by the applicant, the interested parties including any statutory consultees or other parties who have made representations and the report of handling.
6. If the Local Review Body decides that it requires further information or representations before it can determine the review they should agree what form this information should take, i.e.
 - Site visit
 - Written submissions
 - The holding of one or more hearing sessions
- 6.1 **Written Submissions:** The Local Review Body can request written submissions from the applicant or appointed officer, any other body or person they wish to receive information from. The Local Review Body should decide the matters on which the written submissions should address.
- 6.2 **Hearings:** If the Local Review Body decides that it wishes to hold a hearing in respect of the case, it should determine what matters it would wish to be considered at the hearing. The hearing will comprise of the applicant, any interested party who made representations in relation to specified matters, the appointed officer and any other body or person from whom the Local Review Body wishes to receive further representations or to provide information on specified matters.
- 6.3 **Site Inspection:** If the Local Review Body decides to hold a site visit, it must decide if the site visit is to be unaccompanied or accompanied by the applicant and any other party the Local Review Body considers should attend.

7. The Local Review Body can also agree to appoint an assessor to advise on specific matters generally of a specialist or technical nature. Where an assessor is appointed, those entitled to a hearing will be advised of the name of the assessor and the matters which they are appointed to advise on. The assessor may make a written report to the review body after the close of the hearing, which will be made publicly available.
8. After the written submissions, hearing or site inspection, the Local Review Body will move to determine the review and will outline their reasons to approve or refuse the review case.