

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

20 October 2011

**MEETING: LOCAL REVIEW BODY**

**TUESDAY, 1 NOVEMBER 2011  
EDUCATION CENTRE  
ST. MARGARET OF SCOTLAND HOSPICE  
EAST BARNS STREET  
CLYDEBANK**

Dear Member,

Please attend a Meeting of the **Local Review Body** to be held in the Education Centre, St. Margaret of Scotland Hospice, East Barns Street, Clydebank on **Tuesday, 1 November 2011 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

**DAVID MCMILLAN**

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

TUESDAY, 1 NOVEMBER 2011

## 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 6 September 2011.

**4. APPLICATION FOR REVIEW: DC11/009/FUL**

Submit review papers for Planning Application DC11/009/FUL – Erection of dwelling house on land adjacent to Waulkmill Cottages.

**5. APPLICATION FOR REVIEW: DC11/099/HOU**

Submit review papers for Planning Application DC11/099/HOU – Proposed two storey extension to rear of property at 12 Islay Crescent, Old Kilpatrick.

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](mailto: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.