

**OLYMPIC DELIVERY AUTHORITY**

**ODA PLANNING COMMITTEE**

14 November 2006

AGENDA ITEM: 3

SUBJECT: **MINUTES OF 1<sup>ST</sup> COMMITTEE MEETING**

Held on 6 September 2006 at 18.00

Council Chamber, Old Town Hall Stratford,  
29 Broadway, London E15 4BQ

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**Present:** Lorraine Baldry Chairman  
David Taylor Deputy Chairman

**Local Authority Members:**

Cllr Rofique Ahmed – LB Tower Hamlets  
Cllr Conor McAuley – LB Newham  
Cllr Geoff Taylor – LB Hackney  
Cllr Terry Wheeler – LB Waltham Forest

**Independent Members:**

Michael Appleton  
Celia Carrington  
William Hodgson  
Janice Morphet  
Dru Vesty

**Officers in attendance:**

Vivienne Ramsey ODA, Head of Development Control  
Barry Fagg Consultant  
Betty Morgan ODA, Legal  
Richard Ford ODA, Legal adviser, Planning Decisions  
Team, (Pinsent Masons)  
Vanessa Brand ODA, Committee Secretary

The Chairman welcomed all those present to the 1<sup>st</sup> meeting of the ODA Planning Committee. She explained that the Olympic Delivery Authority (Planning Functions) Order 2006 granting the ODA its planning powers would come into effect the following day at one minute past midnight on 7 September 2006. The ODA Board was expected to meet that day and to delegate to the Planning Committee power to make planning decisions. This first meeting would therefore deal only with policies, processes, and procedures.

**1. APOLOGIES  
(AGENDA ITEM 1)**

1.1. There were no apologies

**2. DECLARATIONS OF INTEREST  
(AGENDA ITEM 2)**

2.1. There were no declarations of interest

**3. STANDING ORDERS, DELEGATIONS, AND CODE OF PRACTICE  
(AGENDA ITEM 3)**

3.1. Betty Morgan introduced the paper reporting that the Standing Orders and Terms of Reference governing the Planning Committee had been approved by the ODA Board on 24 August 2006 when the Planning Committee was formally established. Any future amendments would also need to be considered by the Board.

3.2. The Delegations would also be subject to the ODA Board's approval. The Board were expected to approve the delegations when they met on 7 September after the Planning Functions Order had come into effect. There were three categories of delegation: the delegation to the Planning Committee; the delegation to the Head of Development Control, currently Vivienne Ramsey; and delegation to the London Boroughs of Newham, Hackney, Tower Hamlets, and Waltham Forest, and to the London Thames Gateway Development Corporation (LTGDC). The Board expected the Planning Committee to review the delegations within a matter of some weeks, having had the opportunity to see how these worked in practice, and to make recommendations to the Board about any amendments.

***Action: Head of Development Control to bring forward a paper for the Committee to consider by end December 2006***

3.3. The Code of Practice was the third important element of governance. Members were required to comply with the Code which had been approved by Jack Lemley as ODA Chairman and Lorraine Baldry following the Board's delegated authority. The Chairman reported that the Code had been considered in some detail at the Committee's inaugural Induction Session during the afternoon preceding the meeting. The Committee Members did not raise any further comments on the Code of Practice.

3.4. The Committee:

a) NOTED the Terms of Reference and Standing Orders of the Planning Committee;

- b) NOTED the attached resolutions which the ODA Board would be asked to pass at its meeting on 7 September 2006 and AGREED to review at a later date the terms of the delegations contained in those resolutions and to recommend to the ODA Board any changes to the delegations which the Planning Committee considered should be made;
- c) AGREED unanimously to comply with the Code of Practice for Planning Committee members.

**4. ODA PLANNING ISSUES – DEVELOPMENT CONTROL ARRANGEMENTS & OPERATIONAL READINESS (AGENDA ITEM 4)**

- 4.1. Barry Fagg introduced the paper setting out the preparations that had been made to ensure that ODA was well placed to discharge its functions properly under the Planning Functions Order.
- 4.2. Senior planning staff had been appointed who were highly qualified and had relevant experience, and the planning team was ready to receive and process planning applications. The IT system was being checked and would be live on 7 September with a separate Planning website linked to the London 2012 website. A planning decisions office had been established at Burford Road, Stratford, to ensure that the team were, and were seen to be, independent of the Olympic Promoter at ODA. Both the Department for Culture, Media and Sport, as ODA's sponsoring department, and the Department for Communities and Local Government, which was responsible for planning matters, were satisfied that ODA was able to carry out its planning responsibilities.
- 4.3. The Committee noted that there were proposals for ensuring staffing resources would be sufficient to deal with the workload. ODA would look first for additional help to the Boroughs who were already providing staff to the Joint Planning Team. Consultants had also been appointed and five additional staff could be called upon if needed. Vivienne Ramsey also reported that she had already had helpful discussions on this subject with the Chief Executive, to whom she reported directly, and the staffing position would be regularly reviewed.
- 4.4. The Committee
  - a) NOTED the arrangements which had been put into place to ensure that the ODA was ready properly to discharge its functions under the Planning Functions Order.
  - b) Thanked all the staff involved for their hard work in ensuring that ODA was so well prepared

**5. DEVELOPMENT CONTROL MANUAL  
(AGENDA ITEM 5)**

- 5.1. Vivienne Ramsey introduced the paper, explaining that the Development Control Manual was designed to document a common approach to applications and ensure that ODA planning decisions were made on the basis of clear and consistent procedures, processes, and policies. The aim was to act in a way consistent with established planning practice in the area but since there were some differences in the practice of the four Olympic boroughs and LTGDC, ODA's Manual comprised a mixture of the most appropriate processes and procedures derived from these sources.
- 5.2. Development Control Manuals were commonly used in local authority planning offices but were frequently not made public. As Head of Development Control, Vivienne Ramsey was keen that ODA's practices should be as transparent as possible, and the draft manual would be finalised and put on the planning website as soon as minor details, such as checking telephone numbers, had been completed. The manual would be reviewed and updated regularly to comply with any legislative changes and in the light of experience. The Committee would be kept informed of any major changes to the manual.

***Action: Head of Development Control to finalise the Development Control Manual and place it on the ODA planning website***

5.3. The Committee noted:

- 5.3.1. that information provided by applicants with a planning application including drawings and photographs would be placed on the website. Officers would expect applicants to provide clear drawings and, where appropriate, views demonstrating the impact of proposals on the street view. It would be reasonable to request that the Olympic Promoter provided good quality drawings at an appropriate scale for inclusion in the officers' report or to accompany the agenda, so that Members could study them in advance of the meeting. In other cases they would also aim to include sufficient drawings in their report to illustrate the proposals.
- 5.3.2. that there would be a section headed Assessment in the officers' report which included sub-headings assessing the proposals against the Olympic objectives and an assessment of the environmental impact of proposals.
- 5.3.3. that applications would normally be advertised in the way used by the relevant Borough Council so that local residents would be aware of proposals.

5.4. The Planning Committee:

- a) NOTED the Development Control Manual.

**6. STATEMENT ON STAKEHOLDER AND COMMUNITY INVOLVEMENT  
(AGENDA ITEM 6)**

6.1. Vivienne Ramsey introduced the paper, explaining that ODA was not required to produce a statement on stakeholder and community involvement because it would not be a plan-making authority. However, it was considered particularly important to keep the public informed and to consult widely about the Olympic planning proposals, and the statement had been drafted on a similar basis to mandatory documents. The statutory bodies, local residents and other mandatory consultees would be supplemented by very wide general consultation aiming to reach as many people as possible through a combination of methods. Again, the proposals were an amalgamation of the existing Boroughs' practice.

6.2. The Committee noted that the statement was very broad, allowing a flexible approach but that it would be amended as necessary to comply with any new legislation. Any major changes would be brought to the Committee for approval.

6.3. The Committee:

- a) APPROVED the attached Statement on Stakeholder and Community Involvement for use by the Authority and
- b) APPROVED its publication

**7. SCHEDULE OF FORTHCOMING MEETINGS  
(AGENDA ITEM 7)**

7.1. The Committee noted that meetings were scheduled twice a month on the evening of the second and fourth Tuesday. They were asked to ensure that they could be available on these dates but to note that meetings would not be held unless there was business to be determined. The date of each meeting would be publicly confirmed by a notice placed on the website. Meetings would be held in Stratford and would normally be in the same venue at the Old Town Hall.

7.2. The Chairman announced that a training session for Members would be held on the afternoon of 19 September at a time and place to be arranged. The next Planning Committee Meeting would be on 10 October 2006 at 6.00 pm.

**Action: Head of Development Control to notify Members of the time and location of the training session on 19 September**

*There being no other business the meeting closed at 6.37 pm*

Signed  
Chairman



Date 28/11/2006

