



For Decision

Title: Revision of Planning Committee Standing Orders

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Purpose

This paper seeks formal approval and adoption of proposed updates to the Planning Committee Standing Orders. It follows consideration and agreement of updates to the Standing Orders at the Planning Committee meeting on 29 August 2025.

Recommendations

The Board is asked to:

- a) Approve and adopt the updated Planning Committee Standing Orders set out in Annex 1 to this paper.

Background and strategic context

1. The Planning Committee Standing Orders outline the procedures which apply to meetings of the Park Authority's Planning Committee. The current Planning Committee Standing Orders were adopted in September 2019.
2. Updated Standing Orders for meetings of the Board were adopted in November 2024, and it is necessary to review the Planning Committee Standing Orders to ensure consistency between the two sets of procedures. The current Planning Committee Standing Orders also pre-date the significant changes to working practices that were introduced during the Covid-19 pandemic, and which have been maintained subsequently – for example, online and hybrid meetings. There is a need to review the Planning Committee Standing Orders to reflect these and other changes to working practices in the intervening period.
3. Accordingly, the Planning Committee considered and agreed updates to the Planning Committee Standing Orders at its meeting on 29 August 2025. This paper



presents the Committee's agreed updates to the Planning Committee Standing Orders for approval and adoption by the Board.

Proposed updates to the Planning Committee Standing Orders

4. The proposed updated Planning Committee Standing Orders, incorporating all updates agreed by the Planning Committee at its meeting on 29 August 2025, are presented in Annex 1.
5. Table 1 below provides a summary of the updates that are proposed under each sub-heading of the Standing Orders.

Table 1: Summary of proposed updates to Planning Committee Standing Orders:

Sub-heading title	Proposed change/s
Frequency and location of meetings	<p>Meeting frequency updated from four to six weekly.</p> <p>Clarification that special meetings may be called by the Committee Convener when it appears that an item of business requires urgent attention.</p> <p>Clarification that committee meetings will normally be held in hybrid format, hosted from the Park Authority's offices in Grantown-on-Spey, but that committee meetings may be held in-person at a location close to the site of proposed developments that raise issues of particular significance.</p> <p>Deletion of reference to cancellation of committee meetings due to adverse weather circumstances.</p>
Pre-agenda briefing meetings	Minor updates for clarification but no significant changes.
Notice of meetings	Deletion of reference to display of meeting notices in local authority offices, as this is now done online. No other significant changes.
Agenda papers	Clarification that, as well as being sent to Board members, all agenda papers are published online seven days before each



Sub-heading title	Proposed change/s
	meeting other than where there are confidentiality considerations.
Quorum	Additional text to clarify that quorum requirements apply irrespective of any vacancies in membership and to outline the procedures that apply if the number of members reduces below quorum during a meeting – for example, due to members leaving the meeting because of declarations of interest.
Planning applications: written representations	Amendments to allow longer periods for written representations where appropriate. A minimum period of 28 days for written representations is maintained, and a new cut-off point beyond which representations cannot be included in committee papers is included (21 days prior to the date on which the application will be reported to committee).
Planning applications: oral representations	Minor updates for clarification but no significant changes.
Written and oral representations on other agenda items	Minor updates for clarification but no significant changes.
Site visits	<p>Clarification that the Planning Convener / Deputy Convener, in consultation with the Head of Planning, normally identify instances where site visits are required and arrange these in advance of committee meetings (although the ability for members to propose a motion for a site visit where they deem this necessary for the effective determination of a planning application is retained).</p> <p>Introduction of a mandatory requirement for member attendance at all planning site visits.</p>
How motions and amendments are moved and decided on	Minor updates for clarification but no significant changes.
What happens if votes are equal?	Minor updates for clarification but no significant changes.



Sub-heading title	Proposed change/s
Adjourning a meeting	Minor updates for clarification but no significant changes.
Delegation of responsibilities	Addition of reference to monitoring and enforcement processes (except those which involve serving formal enforcement notices), and the negotiation and conclusion of section 75 legal agreements post-Committee in the section on operational decision-making.

6. The Board is asked to approve and adopt the updated Planning Committee Standing Orders.

Strategic risk management

7. Maintaining up to date Planning Committee Standing Orders will help to mitigate the risk of successful legal challenge to decisions of the Park Authority's Planning Committee on a procedural basis.

Implications

8. There are no direct strategic resource implications associated with this item of business.

Supporting information

9. The proposed updated Planning Committee Standing Orders are presented in Annex 1 to this paper.

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