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## LOCAL REVIEW BODY

**THURSDAY 25 AUGUST 2016**

**NOTICE IS HEREBY GIVEN** that a Meeting of the **LOCAL REVIEW BODY** is to be held within the Council Chambers, Council Office, High Street, Elgin on **THURSDAY, 25 AUGUST, 2016** at **9.30 a.m.**

Alasdair McEachan  
Head of legal and Democratic Services

18 August 2016

### **BUSINESS**

1. [Sederunt](#)
2. Declaration of Group Decisions and Members Interests \*
3. [Minute of Meeting dated 30 June 2016.](#)
4. Continuation of Case:-

#### **CASE No. LR157 – WARD 5 – HELDON & LAICH**

Planning Application 16/00199/APP

Erect Dwellinghouse and Associated Works on Site Approximately 200m East of Lea Rig, Mosstowie, Elgin.

Appendices [1](#), [2](#), [3](#), [4](#) and [5](#).

5. New Cases:-

(a) **CASE NO. LR161 – WARD 8 – FORRES**

Planning Application 16/00344/APP

Erect Single Storey Office Building on Land 170m Northwest of Damhead Farm, Kinloss

Appendices [1](#), [2](#), [3](#) and [4](#)

(b) **CASE NO LR162 – WARD 5 – HELDON & LAICH**

Planning Application 16/00555/APP

Proposed Caretaker's House at Covesea Links Golf Course, Hopeman Road, Lossiemouth

Appendices [1](#), [2](#) and [3](#).

(c) **CASE NO LR163 – WARD 5 – HELDON & LAICH**

Planning Application 16/00660/APP

Erect Dwellinghouse with Separate Double Garage at College of Roseisle Neuk, Wester Buthill, Roseisle

Appendices [1](#), [2](#) and [3](#)

Any person attending the meeting who requires access assistance should contact customer services on 01343 563217 in advance of the meeting.

**Summary of Local Review Body functions:**

To conduct reviews in respect of refusal of planning permission or unacceptable conditions as determined by the delegated officer, in terms of the Scheme of Delegation to Officers under Section 43(A)(i) of the Town & Country Planning (Scotland) Act 1997 and the Town & Country Planning (Scheme of Delegation and Local Review Procedure)(Scotland) Regulations 2013, or where the Delegated Officer has not determined the application within 3 months of registration.

A full description of the delegated functions of the Local Review Body can be found in the Council's Scheme of Administration.

## GUIDANCE NOTES

\* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

\*\* **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

\*\*\* **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions when any Member of the Committee can put a question to the Chair on any business within the remit of that Section of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.

Contact Person:	Darren Westmacott
Tel. No.	01343 563014.
Room No.	113