

REPORT TO: DEVELOPMENT QUALITY COMMITTEE - 15 MARCH 2010
REPORT ON: CONSTITUTION OF THE DEVELOPMENT QUALITY FORUM
REPORT BY: DIRECTOR OF CITY DEVELOPMENT
REPORT NO: 138-2010

1 PURPOSE OF REPORT

- 1.1 The report seeks to establish a review of the purpose, focus and membership of the Development Quality Forum to ensure that the Forum continues to play a meaningful role in debating topical planning issues

2 RECOMMENDATION

- 2.1 It is recommended that the Committee approves the terms of this report with a view to consulting the Development Quality Forum prior to confirming the revised Constitution of the Forum at a subsequent committee meeting.

3 FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications for the Council arising from the content of this report.

4 BACKGROUND

- 4.1 In December 1996 the Council decided to establish a Building Quality Forum. The objective of the Forum was to exchange views on how the development control and building control services of the Council were delivered and how they might be improved to better meet the needs of consumer groups. In this regard the Forum would consider legislative changes, current and proposed Government advice and Council policy initiatives.
- 4.2 The original adopted Constitution of the Forum is provided at Appendix 1. It will be noted that the Forum would be chaired by the Convener of the DQ Committee with membership confined to elected members and representatives of Community Councils and organisations represented of local architects, solicitors, planning consultants and chartered surveyors. The Forum was to meet quarterly and be serviced by Council officials.
- 4.3 In later years the Dundee Civic Trust and the Dundee Construction Group were added as invitees.
- 4.4 The Forum has met on a regular basis holding evening meetings on an average of 3 times per year. Topics as diverse as the following have been discussed with site visits and presentations by external speakers being particularly welcomed by the membership:
- a Development Quality and Building Standards procedures;
 - b meeting the needs of customers;
 - c access to Information;
 - d Conservation Areas and Listed Buildings*;
 - e Planning Enforcement;
 - f Police Architectural Liaison*;
 - g Property Inquiries;
 - h New Housing Developments[◇];

- i Former Dundee Royal Infirmary Conversion[◇];
- j Dundee's Historic Alleyways^{*◇};
- k Urban Design;
- l Modernising Planning*;
- m Overgate Centre Redevelopment^{*◇};
- n Telecommunications and Health*;
- o Dundee Central Waterfront;
- p Planning Appeals*; and
- q Local Review Bodies.

* External Speaker

◇ Site Visit

- 4.5 Although in the first few years of its constitution the Forum was well and regularly attended by most representative bodies, this has dropped off recently.
- 4.6 With the implementation of the new planning legislation the time is appropriate for the Council and the Forum to consider refreshing its objectives, meeting arrangements and membership.
- 4.7 Under "Delivering Planning Reform", all Councils were required by March 2009 to submit Planning Service Improvement Plans to the Scottish Government. The elements in Dundee's submission were commitments to:
 - a review the purpose, focus and membership of the Development Quality Forum;
 - b establish a parallel forum for the discussion of community regeneration issues;
 - c establish a Local Development Plan Consultation Forum.
- 4.8 The Service Improvement Plan gave a commitment to place draft proposals before the DQ Forum for consideration early in 2010 (initiatives b and c are being progressed independently of this report).
- 4.9 In November 2009 written contact was made with all external member organisations (Dundee Civic Forum representing Community Councils and NRSs) seeking views on how the existing constitution might be changed. The latter was followed up by either e-mail or telephone. Only two organisations made any response with both being content with the present constituted arrangements.
- 4.10 Nevertheless, it is considered appropriate to at least make recommendations on a revised Constitution which will help to keep the Forum's activities relevant, topical, interesting and which meet the aspirations of the membership.
- 4.11 A proposed revised constitution is outlined in Appendix 2.
- 4.12 In line with their functions it is proposed that Local Neighbourhood Community Planning Partnerships be invited to be represented on the Development Quality Forum.
- 4.13 It is proposed that the Forum would wish the opportunity to discuss a wide variety of planning topics which should include presentations by invited speakers and site visits. Topics could

range from new legislation and Scottish Government planning policy to presentations and site visits to local planning projects. It would be for the Forum to discuss and confirm an annual programme of meetings and discussion topics which reflected topical issues and the interests of members.

5 POLICY IMPLICATIONS

- 5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6 CONSULTATIONS

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Assistant Chief Executive and the Director of Leisure and Communities have been consulted and are in agreement with the contents of this report.

7 BACKGROUND PAPERS

- 7.1 Minutes of the Development Quality Committee December 1996.
- 7.2 Minute of the Inaugural Meeting of the Building Quality Forum on 29 January 1997 (includes Forum Constitution).

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22 February 2010

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APPENDIX 1**BUILDING QUALITY FORUM - CONSITUTION (DECEMBER 1996)**

- 1 The name of the forum will be the Building Quality Forum.
- 2 The forum will be open to membership by all members of the Council, any officer of the Council approved by the Chair and a maximum of two representatives from each Community Council within the City Council area; the Dundee and Fife branch of the Royal Incorporation of Architects in Scotland; the Dundee chapter of the Royal Institute of Chartered Surveyors; and The Faculty of Procurators and Solicitors in Dundee.
- 3 The forum may be used to discuss the procedures followed and the principles adopted by the Building Quality Division of the City Council's Planning and Transportation Department in the processing of applications for planning consent and consent under the terms of the Buildings (Scotland) Acts 1959-1970. It may also be used to discuss any new legislation pertaining to planning and building control; relevant Government advice; and the procedural or policy implications of any appeal or judicial decisions.
- 4 It may not be used to discuss any particular application or action of the Council as it relates to an individual, organisation or site.
- 5 Members of the forum may put forward items for discussion in the forum subject to the above.
- 6 Any member of the forum may make a presentation to the forum on a subject which is consistent with 3 above and agreed by the Chair.
- 7 The forum will be chaired by the Convenor of the Development Quality Committee of Dundee City Council or in her/his absence her/his nominee.
- 8 The Chair will have sole discretion on what matters are deemed unconstitutional.
- 9 The forum will meet on a quarterly basis or as required but not less than two times per year on dates agreed between the Chair and the Building Quality Manager and members will be given a minimum of 14 days notice of any meeting.
- 10 No meetings of the Forum will be held while the City Council is in recess.

APPENDIX 2**DEVELOPMENT QUALITY FORUM - PROPOSED REVISED CONSITUTION (JANUARY 2010)**

- 1 The name of the Forum will be the Development Quality Forum (the Forum).
- 2 The Forum will be open to membership by:
 - a all elected members of Dundee City Council;
 - b a maximum of two formally nominated and named representatives of each constituted Community Council, Neighbourhood Representative Structure and Local Neighbourhood Community Planning Partnership within the boundaries of Dundee's administrative area;
 - c a maximum of two formally nominated and named representatives of the following organisations:
 - Dundee Institute of Architects;
 - The Royal Institution of Chartered Surveyors in Scotland;
 - The Faculty of Procurators and Solicitors in Dundee;
 - The Dundee Civic Trust; and
 - The Scottish Construction Centre.
 - d a representative of the Dundee Civic Forum.
- 3 The Forum will provide the opportunity for discussion of a wide range of planning matters of topical interest including the opportunities for presentations by invited speakers and for site visits. The range of topics should reflect the wishes and interests of Forum members.
- 4 The Forum will not discuss any planning application which has been submitted to the Council for determination.
- 5 The Forum will not discuss any action of the Council in relation to an individual, organisation or site or decision on any planning application.
- 6 The Forum will not discuss community regeneration topics nor local development plan consultation topics as these will be the remits of separate Forums.
- 7 The Forum will meet on at least three occasions per year with the first meeting of the calendar year discussing and deciding on the agendas and dates for all the meetings to be held during that year.
- 8 The Forum will be chaired by the Convener of the Development Quality Committee of Dundee City Council or in his/her absence by his/her nominee.
- 9 The Chair will have sole discretion on what matters are deemed unconstitutional.
- 10 No meetings will be held during City Council recess.
- 11 The secretariat for the Forum will be provided by the Department of Support Services, Dundee City Council.
- 12 Minutes of each meeting will be prepared and issued to the membership.
- 13 Meetings will be held on agreed weekday evenings within the Council Offices on City Square, Dundee at 6.30pm or as otherwise agreed by the Convener.