

Minute of MEETING of **DUNDEE CITY REGION STRATEGIC PLAN INTERIM JOINT COMMITTEE**
held in Forfar on Wednesday, 26th March, 2008.

Present:-

Dundee City Council

Bailie Roderick A J WALLACE
Councillor Kevin KEENAN (substituting for Councillor Joe Morrow)

Angus Council

Councillor Bob MYLES
Councillor Iain GAUL
Councillor David FAIRWEATHER (substituting for Councillor David May)

Fife Council

Councillor Donald LOTHIAN
Councillor Tony MARTIN
Councillor John BEARE

Also present:-

Mike Galloway, Director of Planning and Transport, Dundee City Council
Ian Mudie, Head of Planning, Dundee City Council
Iain Jack, Assistant Head of Planning, Dundee City Council
Gordon Reid, Senior Planning Officer, Dundee City Council

George Chree, Head of Planning and Transportation, Angus Council
Eric Lawson, Director of Infrastructure Services, Angus Council
Gordon Pyper, Development Plan Manager, Forward Planning, Angus Council

Keith Winter, Head of Development Services, Fife Council
Pamela Ewen, Team Leader, Strategic and Corporate Policy, Fife Council
Robin Edgar, Lead Officer (Development Strategy), Fife Council

Roland Bean, Head of Planning, Perth and Kinross Council
Peter Marshall, Planning and Sustainable Development Manager, Perth and Kinross Council
Graham Easson, Strategic Policy and Sustainable Development Manager, Perth and Kinross Council

1 APOLOGIES AND SUBSTITUTES

Apologies were intimated from Councillor Fraser Macpherson, Dundee City Council, and Councillors Kellas, Grant and Roberts from Perth and Kinross Council. It was reported that Councillor Kevin Keenan would substitute for Councillor Joe Morrow, Dundee City Council, and Councillor David Fairweather would substitute for Councillor David May, Angus Council for the purposes of this meeting.

2 APPOINTMENT OF CHAIRMAN

It was agreed that Councillor Bob Myles would chair this meeting, whereupon he took the chair.

3 CONSTITUTION AND GOVERNANCE ARRANGEMENTS

There was submitted a discussion paper prepared by the Director of Planning and Transport, Dundee City Council setting out proposed working arrangements and operational practices for the Interim Joint Committee.

The Interim Joint Committee approved the interim arrangements as set out in Appendix 1 to the report, subject to the following amendments:-

- para 8.3 - a sentence to be added to this effect that "Such special meetings should be called within 14 days of the Clerk receiving a request in writing".
- para 7.1 - be amended to read "The quorum of the Interim Joint Committee should be six, provided that no less than three member councils are represented".

The Interim Joint Committee also remitted to Dundee City Council to prepare the draft agreements and other documents required for the formally constituted Joint Committee.

4 DEVELOPMENT PLANNING - RECENT CONSULTATION DOCUMENTS

There was submitted a discussion paper prepared by the Head of Planning and Transport, Angus Council giving a broad overview of the various major consultation documents produced by the Scottish Government as part of the implementation of the Planning etc. (Scotland) Act 2006, in relation to:-

- Development planning
- National Planning Framework 2 (NPF2)
- Scottish Planning Policy SPP3 Planning for Housing.

The Interim Joint Committee agreed to -

- (i) note the broad range of recent consultation papers from the Scottish Government on development planning and related matters; and
- (ii) note that while there may be matters of detail between the formal consultation responses of the four constituent City Region authorities there were no significant areas of disagreement.

5 STRATEGIC DEVELOPMENT PLAN - PROJECT PLANNING

There was submitted a discussion paper by the Head of Development Services, Fife Council providing an overview of the project planning for the delivery of the Strategic Development Plan (SDP) for the Dundee City Region and setting out recommendations to progress the plan preparation, in the light of requirements and time scales set out in draft Regulations on Development Planning.

The Interim Joint Committee agreed that -

- (i) a Strategic Development Plan Manager be appointed on a temporary basis (through secondment) until April 2009 or on appointment of permanent postholder, this to be taken forward by the Steering Group;
- (ii) the project be managed using the general principles of a Prince 2 environment in accordance with the recommendations set out in Section 4 of the report;
- (iii) if required, a consultant should be employed to assist in delivering the Project plan and related documents;
- (iv) that the Steering Group be delegated to make a submission to The Scottish Government seeking a minimum of £120,000 from the £400,000 fund to establish the SDP and related resources; and
- (v) a budget of £200,000 (of up to £50,000 per authority) to cover initial costs (including secondment, research, project management and other related work) to commence the SDP be recommended to partner authorities for approval.

With regard to recommendation (ii) it was agreed that whilst following a simplified version of the Prince 2 model would be helpful, a measured approach would be necessary to keep bureaucracy and costs to a minimum.

With regard to recommendation (iii) it was agreed that outside consultants would only be employed if it became apparent that the necessary expertise was not available within the constituent authorities and that this would be for as short a time scale as possible.

It was noted that time scales would require to tie in with the Committee timetables of the constituent authorities and a more detailed timetable would be helpful. It was also noted that Authorities might require to call special meetings in order to ensure that the required timescales are met.

6 DATE OF NEXT MEETING

It was agreed that the next meeting be held in Dundee in early/mid June. Further details would be issued in due course.