

# **SOLIHULL METROPOLITAN BOROUGH COUNCIL**

## **TERMS OF REFERENCE**

## **AND OFFICER DELEGATIONS**

## **OF THE**

## **PLANNING COMMITTEE**

(In force from 16<sup>th</sup> October 2002)

(Amended 22<sup>nd</sup> November 2004)

(Amended 8<sup>th</sup> February 2005 (Full Council))

(Amended 7<sup>th</sup> April 2009)

**Mark Rogers  
Chief Executive**

**April 2009**

## **Terms of Reference of the Planning Committee and Officer delegations**

### **Explanatory Introduction**

Council functions which relate to town and country planning matters cannot be decided by the Cabinet but fall to be dealt with by the Council through the Planning Committee. This document sets out in detail which statutory functions are the responsibility of the Committee, the allocation of functions to the Planning Committee and those matters which are reserved for Council approval. Officer delegations are also shown.

### **The main functions and terms of reference of the Planning Committee (9 Members): -**

- A. Town and Country Planning and Development Control.
- B. Miscellaneous functions involving public rights of way, hedgerows and trees (includes making TPO's).
- C. Local Act functions (National Exhibition Centre).
- D. Contaminated land – service of remediation notices.
- E. Enforcement of control of pollution and air quality (other matters are a Cabinet responsibility).
- F. Obtaining information.

**Note** – Building control functions, designation of conservation areas, revocation of permissions and making of article 4 directions are Cabinet functions.

### **Executive powers of Planning Committee**

The Committee shall have power to determine all matters within its terms of reference except for any matter which the Council

determines shall be decided only by the Council.

### **Planning Committee – terms of reference**

Making decisions on matters as specified in this term of reference.

### **Executive powers of committees**

The Committee shall have power to determine all matters within its terms of reference.

### **General Delegation to Officers**

**Functions delegated to the Chief Executive, Corporate Directors, Strategic Directors and Heads of Service – (Senior Management Team) (see appendix for the full list of posts to which this delegation applies) in respect of matters for which they are the authorised or proper officer**

- (a) The power to take any action in the name of the Council which is required to be taken to implement any decision of the Planning Committee and its Sub-Committees including entering into contracts and incurring expenditure;
- (b) To authorise works to be carried out by the Council in default of compliance with a notice served on an owner, occupier or other party and to recover the costs involved;
- (c) To serve any notice required or authorised by law to be given by or on behalf of the Council or in the name of an authorised or proper officer;
- (d) Subject to the statutory Codes of Practice and corporate policies, to grant authorisations under the Regulation of Investigatory

Powers Act 2000 in respect of covert surveillance and the use or conduct of covert human intelligence sources ;

(e) In relation to any functions for which they are the responsible officer, the Chief Executive or a Corporate Director may:-

(i) act as an authorised or proper officer where qualified to do so and where no other officer has been appointed;

(ii) appoint officers to act as a proper officer for the purpose of legislation and for the purpose of giving statutory notices on behalf of the Council;

(iii) reserve to themselves for decision or referral to the Committee or a Sub-Committee of the Committee any decision which is delegated to another officer; and

(iv) shall have power to give to officers within their Directorate such directions as to the exercise of delegated powers as they shall determine.

### **Authorisation Of Legal And Other Proceedings**

(a) Other than for those matters reserved to the Committee or a sub-committee, the post holders listed in the Appendix may authorise legal proceedings to be brought or other appropriate action to be taken in respect of legislation which is within their designated responsibilities subject in all cases to prior consultation with, and the evidence being to the satisfaction of, the Solicitor to the Council;

(b) Any officer referred to in paragraph (c) above shall in relation to any matter authorised by him, also have authority to lay informations in the Magistrates Court;

(c) The Solicitor to the Council may take all necessary steps, including laying informations in the Magistrates Court:- in relation to the commencement and conduct of all legal proceedings, authorised by the Council or under delegated powers, and to defend any legal proceedings brought against the Council;

(d) The Chief Executive may, in consultation with the Chairman and Vice-Chairman of the Committee, authorise the issue of legal proceedings for the purposes of obtaining injunctions in all matters relating to the functions of the Committee.

<b>(1)</b>	<b>(2)</b>	<b><i>Officer delegations</i></b>
<b><i>Function</i></b>	<b><i>Provision of Act or Statutory Instrument</i></b>	
<b>A. Functions relating to town and country planning and development control</b>	<b>Delegated to Planning Committee</b>	
1. Powers and duties relating to local development documents which are development plan documents	Sections 20 to 23 and 25, 26 and 28 of the Planning and Compulsory Purchase Act 2004 (c. 5)	
2. Power to agree to establish a joint committee to be, for the purposes of Part 2 of the Planning and Compulsory Purchase Act 2004, a local planning authority.	Section 29 of the Planning and Compulsory Purchase Act 2004.	
3. Power to agree to confer additional functions on a joint committee.	Section 30 of the Planning and Compulsory Purchase Act 2004.	
4. Power to request the dissolution of a joint committee.	Section 31 of the Planning and Compulsory Purchase Act 2004.	
5. Power to determine application for planning permission.	Sections 70(1)(a) and (b) and 72 of the Town and Country Planning Act 1990 (c.8).	1. Subject to paragraphs 2, 3 and 4 below all powers and duties in matters related to the processing of applications made under the Town and Country Planning Act 1990 (as amended) and the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) and the determination of such

		<p>applications shall be delegated to the Head of Design and Development or his nominee except:-</p> <ul style="list-style-type: none"><li>(i) The approval of development which would be a departure from the adopted Unitary Development Plan or UDP First Review.</li><li>(ii) The approval of development which would have a significant impact outside of its immediate vicinity, e.g. it would generate significant volumes of traffic noise or atmospheric pollution; or it would have significant impact on the pattern of trading; or it would be prominent on the landscape: etc;</li><li>(iii) Where the proposed development has given rise to a substantial weight of public concern;</li><li>(iv) Approval of development where a legal agreement under Section 106 of the Town and Country Planning Act, 1990 (as amended) or the Stopping up/Diversion of highways under Sections 247 and 257 of the Act is required; or</li><li>(v) Where Council is the applicant.</li></ul>
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		<p>All such determinations under sub paragraphs (i) to (v) above shall be made by the Planning Committee.</p> <p>2. The Head of Design and Development or his nominee shall not approve any development which has been the subject of a written objection made on reasonable planning grounds without prior formal consultation with the Chairman of the Planning Committee (or in his absence the Vice Chairman) carried out in the light of a full and detailed report which has previously been circulated to all Members of the Planning Sub Committee and made available to the public at least five working days in advance.</p> <p>3. The Head of Design and Development or his nominee shall not determine any application which any elected Member of the Council has requested be referred to the Planning Committee for decision. Such requests shall be made within 21 days of the date of circulation of the weekly list of applications to the Head of Design and Development or his nominee who may waive this requirement at any time before determination of an application.</p> <p>4. The Head of Design and Development or his nominee may refer any application to the Planning Committee or Planning Committee for decision, as he sees fit.</p>
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<b>6.</b> Power to determine applications to develop land without compliance with conditions previously attached.	Section 73 of the Town and Country Planning Act 1990.	Head of Design and Development
<b>7.</b> Power to grant planning permission for development already carried out.	Section 73A of the Town and Country Planning Act 1990.	Head of Design and Development
<b>8.</b> Power to decline to determine application for planning permission.	Section 70A of the Town and Country Planning Act 1990].	Head of Design and Development
<b>9.</b> Duties relating to the making of determinations of planning applications.	Sections 69, 76 and 92 of the Town and Country Planning Act 1990 and Articles 8, 10 to 13, 15 to 22 and 25 and 26 of the Town and Country Planning (General Development Procedure) Order 1995 (S.I. 1995/419) and directions made thereunder.	Head of Design and Development to undertake all duties.
<b>10.</b> Power to determine application for planning permission made by a local authority, alone or jointly with another person.	Section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning General Regulations 1992 (S.I. 1992/1492).	Head of Design and Development in accordance with the Council's adopted planning policies, the determination (including the refusal) of routine applications in accordance with the conditions as apply to A.5 above.
<b>11.</b> Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted	Parts 6, 7, 11, 17, 19, 20, 21 to 24, 26, 30 and 31 of Schedule 2 to the Town and Country Planning (General Permitted	Head of Design and Development.

development rights.	Development) Order 1995 (S.I. 1995/418).	
<b>12.</b> Power to enter into agreement regulating development or use of land.	Section 106 of the Town and Country Planning Act 1990.	
<b>13.</b> Power to issue a certificate of existing or proposed lawful use or development.	Sections 191(4) and 192(2) of the Town and Country Planning Act 1990.	Head of Design and Development after consultation with the Chief Executive.
<b>14.</b> Power to serve a completion notice.	Section 94(2) of the Town and Country Planning Act 1990.	
<b>15.</b> Power to grant consent for the display of advertisements.	Section 220 of the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 1992].	As A5 above.
<b>16.</b> Power to authorise entry onto land.	Section 196A of the Town and Country Planning Act 1990.	Head of Design and Development authorised and for him to authorise other appropriate officers.
<b>17.</b> Power to require the discontinuance of a use of land.	Section 102 of the Town and Country Planning Act 1990.	

<p><b>18.</b> Power to serve a planning contravention notice, breach of condition notice or stop notice.</p>	<p>Sections 171C, 187A and 183(1) of the Town and Country Planning Act 1990.</p>	<p>Head of Design and Development but in the case of stop notices only in urgent cases subject to legal advice.</p>
<p><b>19.</b> Power to issue an enforcement notice.</p>	<p>Section 172 of the Town and Country Planning Act 1990.</p>	<p>Head of Design and Development in urgent cases subject to legal advice.</p>
<p><b>20.</b> Power to apply for an injunction restraining a breach of planning control.</p>	<p>Section 187B of the Town and Country Planning Act 1990.</p>	<p>Head of Design and Development in urgent cases subject to legal advice.</p>
<p><b>21.</b> Power to determine applications for hazardous substances consent, and related powers.</p>	<p>Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990 (c. 10).</p>	
<p><b>22.</b> Duty to determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject.</p>	<p>Paragraph 2(6)(a) of Schedule 2 to the Planning and Compensation Act 1991, paragraph 9(6) of Schedule 13 to the Environment Act 1995 (c. 25) and paragraph 6(5) of Schedule 14 to that Act.</p>	
<p><b>23.</b> Power to require proper maintenance of land.</p>	<p>Section 215(1) of the Town and Country Planning Act 1990.</p>	

<b>24.</b> Power to determine application for listed building consent, and related powers.	Sections 16(1) and (2), 17, 27(2) and 33(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (c.9).	As A5 above.
<b>25.</b> Power to determine applications for conservation area consent.	Section 16(1) of the Planning (Listed Buildings and Buildings in Conservation Areas Act 1990, as applied by section 74(3) of that Act.	As A5 above.
<b>26.</b> Duties relating to applications for listed building consent and conservation area consent.	Sections 13(1) and 14(1) and (4) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and regulations 3 to 6 and 13 of the Town and Country Planning (Listed Buildings and Conservation Areas) Regulations 1990 and paragraphs 8, 15 and 22 of Department of the Environment Circular 14/97.	As A5 above.
<b>27.</b> Power to serve a building preservation notice, and related powers.	Sections 3(1) and 4(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.	
<b>28.</b> Power to issue enforcement notice in relation to demolition of unlisted building in conservation area.	Section 38 of the Planning (Listed Buildings and Buildings in Conservation Areas) Act 1990.	Head of Design and Development in urgent cases subject to legal advice.
<b>29.</b> Powers to acquire a listed building in need of repair and to	Sections 47 and 48 of the Planning (Listed Buildings and	

serve a repairs notice.	Buildings in Conservation Areas) Act 1990.	
<b>30.</b> Power to apply for an injunction in relation to a listed building.	Section 44A of the Planning (Listed Buildings and Buildings in Conservation Areas) Act 1990.	Head of Design and Development in urgent cases subject to legal advice.
<b>31.</b> Power to execute urgent works.	Section 54 of the Planning (Listed Buildings and Buildings in Conservation Areas) Act 1990.	
<b>32.</b> Environmental Impact Assessments	Town and Country Planning (Environmental Impact Assessment) Regulations 1999	Head of Design & Development in relation to procedures (including screening and scoping opinions) under the EIA Regulations
<b>33.</b> Requests for further Information to support a planning application	Town & Country Planning (Applications) Regulations 1988 and Town & Country Planning (General Development Procedure) Order 1995	Head of Design & Development
<b>34.</b> Post decision amendments		Head of Design & Development – agreement of minor amendments to planning permissions
<b>35.</b> Consultation responses to other local planning authorities	Article 10 of the Town & Country Planning (General Development Procedure) Order 1995	Head of Design & Development
<b>36.</b> Appeals	Section 78 & 79 of the Town & Country Planning Act 1990	Head of Design & Development – Amendment/withdrawal of a reason for refusal.  Head of Design & Development – Agreeing a schedule of conditions recommended to be attached to any approval

		granted upon appeal.
<b>37.</b> Discharge of Conditions	Article 21 of the Town & Country Planning (General Development Procedure) Order 1995	Head of Design & Development
<b>38.</b> Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to -  (a) an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c. 67) or  (b) an order under section 147 of the Enclosure Act 1845 (c. 8 & 9 Vict. c. 118).	Commons Act 2006	
<b>39.</b> Power to grant a street works licence.	Section 50 of the New Roads and Street Works Act 1991 (c. 22).	Service Director, Transport, Highways & the Environment
<b>40.</b> Power to permit deposit of builder's skip on highway.	Section 139 of the Highways Act 1980 (c. 66).	Service Director, Transport, Highways & the Environment
<b>41.</b> Power to license planting, retention and maintenance of trees etc. in part of highway.	Section 142 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment

<b>42.</b> Power to authorise erection of stiles etc. on footpaths or bridleways.	Section 147 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
<b>43.</b> Power to license works in relation to buildings etc. which obstruct the highway.	Section 169 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
<b>44.</b> Power to consent to temporary deposits or excavations in streets.	Section 171 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
<b>45.</b> Power to dispense with obligation to erect hoarding or fence.	Section 172 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
<b>46.</b> Power to restrict the placing of rails, beams etc. over highways.	Section 178 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
<b>47.</b> Power to consent to construction of cellars etc. under street.	Section 179 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment

<p>48. Power to consent to the making of openings into cellars etc. under streets, and pavement lights and ventilators.</p>	<p>Section 180 of the Highways Act 1980.</p>	<p>Service Director, Transport, Highways &amp; the Environment</p>
<p><b>B. Miscellaneous functions</b></p> <p><b>Functions relating to public rights of way, hedgerows and trees</b></p>	<p><b>To be exercised by the Planning Committee.</b></p>	
<p>1. Power to create footpath or bridleway by agreement.</p>	<p>Section 25 of the Highways Act 1980 (c. 66).</p>	
<p>2. Power to create footpaths and bridleways.</p>	<p>Section 26 of the Highways Act 1980.</p>	
<p>3. Duty to keep register of information with respect to maps, statements and declarations.</p>	<p>Section 31A of the Highways Act 1980.</p>	<p>Service Director, Transport, Highways &amp; the Environment.</p>
<p>4. Power to stop up footpaths and bridleways.</p>	<p>Section 118 of the Highways Act 1980.</p>	
<p>5. Power to determine application for public path extinguishment order.</p>	<p>Sections 118ZA and 118C(2) of the Highways Act 1980.</p>	

6. Power to make a rail crossing extinguishment order.	Section 118A of the Highways Act 1980.	
7. Power to make a special extinguishment order.	Section 118B of the Highways Act 1980.	
8. Power to divert footpaths and bridleways.	Section 119 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment in cases where development has been approved.
9. Power to make a public path diversion order	Sections 119ZA and 119C(4) of the Highways Act 1980.	Service Director, Transport, Highways & the Environment in cases where development has been approved.
10. Power to make a rail crossing diversion order.	Section 119A of the Highways Act 1980.	
11. Power to make a special diversion order.	Section 119B of the Highways Act 1980.	
12. Power to require applicant for order to enter into agreement.	Section 119C(3) of the Highways Act 1980.	
13. Power to make an SSSI diversion order.	Section 119D of the Highways Act 1980.	
14. Duty to keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980.	Section 121B of the Highways Act 1980.	Service Director, Transport, Highways & the Environment.
15. Power to decline to determine certain applications.	Section 121C of the Highways Act 1980.	
16. Duty to assert and protect the rights of the public to use and enjoyment of highways.	Section 130 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment to authorise enforcement of any matter which under Part IX of the Highways Act 1980 Lawful and Unlawful Interference with

		Highways and Streets is a non-executive matter.
17. Duty to serve notice of proposed action in relation to obstruction.	Section 130A of the Highways Act 1980.	Service Director, Transport, Highways & the Environment to serve notices.
18. Power to apply for variation of order under section 130B of the Highways Act 1980.	Section 130B(7) of the Highways Act 1980.	
19. Power to authorise temporary disturbance of surface of footpath or bridleway.	Section 135 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
20. Power temporarily to divert footpath or bridleway.	Section 135A of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
21. Functions relating to the making good of damage and the removal of obstructions.	Section 135B of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
22. Powers relating to the removal of things so deposited on highways as to be a nuisance.	Section 149 of the Highways Act 1980.	Service Director, Transport, Highways & the Environment
23. Power to extinguish certain public rights of way.	Section 32 of the Acquisition of Land Act 1981 (c. 67).	
24. Duty to keep definitive map and statement under review.	Section 53 of the Wildlife and Countryside Act 1981 (c. 69)	Service Director, Transport, Highways & the Environment.
25. Power to include modifications in other orders.	Section 53A of the Wildlife and Countryside Act 1981.	
26. Duty to keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and	Section 53B of the Wildlife and Countryside Act 1981.	Service Director, Transport, Highways & the Environment

Countryside Act 1981.		
<b>27.</b> Duty to reclassify roads used as public paths.	Section 54 of the Wildlife and Countryside Act 1981.	
<b>28.</b> Power to prepare map and statement by way of consolidation of definitive map and statement.	Section 57A of the Wildlife and Countryside Act 1981.	Service Director, Transport, Highways & the Environment.
<b>29.</b> Power to designate footpath as cycle track.	Section 3 of the Cycle Tracks Act 1984 (c. 38).	
<b>30.</b> Power to extinguish public right of way over land acquired for clearance.	Section 294 of the Housing Act 1981 (c. 68).	
<b>31.</b> Power to authorise stopping-up or diversion of footpath or bridleway.	Section 257 of the Town and Country Planning Act 1990.	
<b>32.</b> Power to extinguish public rights of way over land held for planning purposes.	Section 258 of the Town and Country Planning Act 1990.	
<b>33.</b> Power to enter into agreements with respect to means of access.	Section 35 of the Countryside and Rights of Way Act 2000 (c. 37).	
<b>34.</b> Power to provide access in absence of agreement.	Section 37 of the Countryside and Rights of Way Act 2000.	
<b>35.</b> Powers relating to the preservation of trees	Sections 197 to 214D of the Town and Country Planning Act 1990, and the Trees Regulations 1999 (S.I. 1999/1892).	Head of Design and Development to make and confirm Tree Preservation Orders

<p><b>C. Enforcement of Control of Pollution or air quality</b></p>	<p><b>To be exercised by the Planning Committee</b></p>	<p>Head of Public Protection:-</p> <ol style="list-style-type: none"> <li>1. To approve or refuse chimney heights under the Clean Air Act, 1993;</li> <li>2. To approve the installation of furnaces and plant for arresting grit and dust under the Clean Air Act, 1993;</li> <li>3. To approve mandatory grants in respect of Smoke Control Areas, and to approve additional/discretionary grants in respect of Smoke Control Areas in accordance with criteria established by the Committee;</li> <li>4. To serve notices under the Clean Air Act 1993.</li> <li>5. To carry into effect the provisions of IPPC and LAPC and to approve but not refuse authorisations/permits under IPPC and LAPC.</li> <li>6. To carry into effect the provisions of Section 6 of the Environmental Protection Act 1990 apart from the refusal of authorisations.</li> </ol>
<p><b>D. Functions relating to statutory nuisances</b></p>		
<p>1. Service or abatement notice in respect of a statutory nuisance</p>	<p><b>To be exercised by the Planning Committee</b></p>	<p>Head of Public Protection:-</p> <ol style="list-style-type: none"> <li>1. To register, Re-register and determine noise levels for premises in Noise Abatement Zones;</li> <li>2. To serve notices under Section 80 of the Environmental Protection Act, 1990 (Summary Proceedings by Local</li> </ol>

		<p>Authorities in respect of noise and statutory nuisance). This function in respect of transient noise may be delegated to any duly qualified Environmental Health Officer subject to prior approval of the Head of Public Protection;</p> <p>3. To serve and enforce appropriate Notices under Section 2-5 of the Noise and Statutory Nuisances Act 1993 in respect of noise in the street, and to serve Notices under Section 10 to recover expenses reasonably incurred in preventing or abating a statutory nuisance by putting a legal charge on premises;</p> <p>4. To authorise the silencing of burglar alarms in default of an abatement notice.</p> <p>5. To serve notices or grant consent under Sections 60 and 61 of the Control of Pollution Act 1974 (Control of noise on construction sites).</p>
2. The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.	<b>To be exercised by the Planning Committee</b>	
3. The inspection of the authority's area to detect any statutory nuisance.	<b>To be exercised by the Planning Committee</b>	Head of Public Protection
4. The investigation of any complaint as to the existence of a statutory nuisance.	<b>To be exercised by the Planning Committee</b>	Head of Public Protection

<b>E. Functions of obtaining information</b>	<b>The Committee</b>	
<p>1. The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land except in connection with the exercise of statutory functions which are the responsibility of the executive.</p>		<p>The Chief Executive and all Chief Officers</p>
<p>2. The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 except in connection with the exercise of statutory functions which are the responsibility of the executive.</p>		<p>The Chief Executive and all Corporate Directors and designated proper officers.</p>

## **APPENDIX**

### **LIST OF POSTS INCLUDED IN GENERAL DELEGATION TO OFFICERS**

Chief Executive  
Director for Commissioning  
Head of Corporate Performance, Policy and Information  
Director of Corporate Governance (Solicitor to the Council and Monitoring Officer)  
Director of Business Support (s.151 Officer)  
Head of Financial Operation  
Head of Human Resources and Equalities  
Head of Customer Services  
Head of Communications  
Corporate Director for People  
Director of Adult Social Services  
Service Director (Quality/Social Regeneration & Learning Strategy)  
Head of Children and Young People Services  
Corporate Director for Places  
Service Director, Transport, Highways and the Environment  
Strategic Director of Community & Economic Regeneration  
Head of Leisure Services  
Head of Libraries and Lifelong Learning  
Head of Public Protection  
Head of Planning Services  
Head of Public Protection