

LOCAL REVIEW BODY OF ABERDEEN CITY COUNCIL

ABERDEEN, 16 December 2020. Minute of Meeting of the LOCAL REVIEW BODY OF ABERDEEN CITY COUNCIL. Present:- Councillor Boulton, Chairperson; and Councillors Duncan and MacKenzie.

The agenda and reports associated with this meeting can be viewed [here](#).

57 BLENHEIM PLACE ABERDEEN - 200660

1. The Local Review Body (LRB) of Aberdeen City Council met on this day to review the decision taken by an appointed officer under the Council's Scheme of Delegation to refuse the request for planning permission for the extension of dormers to the rear and installation of replacement windows to rear and side' at land at 57 Blenheim Place, Aberdeen, reference number 200660.

Councillor Boulton as Chair, gave a brief outline of the business to be undertaken, advising that the LRB would be addressed by the Assistant Clerk, Mrs Lynsey McBain with regards to the procedure to be followed and also, thereafter, by Mr Gavin Evans who would be acting as the Planning Adviser to the Body in the cases under consideration this day.

The Chairperson stated that although the Planning Adviser was employed by the planning authority, he had not been involved in any way with the consideration or determination of the application under review and was present to provide factual information and guidance to the Body only. She emphasised that the officer would not be asked to express any view on the proposed application.

The Local Review Body was then addressed by Mrs McBain, Assistant Clerk in regard to the procedure to be followed, at which time reference was made to the procedure note circulated with the papers calling the meeting and to more general aspects relating to the procedure.

In relation to the application, the LRB had before it (1) a delegated report by the Planning Officer; (2) the application dated 4 June 2020; (3) the decision notice dated 14 August 2020; (4) links to the plans showing the proposal and planning policies referred to in the delegated report; and (5) the Notice of Review submitted by the applicant along with an accompanying statement with further information relating to the application.

The LRB was then addressed by Mr Evans who advised that the review had been submitted with all necessary information within the time limit of three months following the decision of the appointed officer.

At this juncture, Mr Evans advised that in relation to a procedural matter, the application description and the officer's report refer to the extension of dormers to the rear and replacement of windows at the side and rear of the property, with the assessment

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having been undertaken on the basis of all windows to the rear of the building to be replaced. Mr Evans noted that on closer inspection of the plans, it was evident from the window schedule and floor plans that this proposal in fact relates to the replacement of windows in the upper flat only, both front and back. Mr Evans advised that minor alterations or corrections to descriptions are occasionally made by administrative staff at the validation stage however in this instance it appears that the changes made to the description altered its meaning and influenced how it was assessed by the planning service. Therefore an incorrect description was used for the purposes of neighbour notification and may have affected neighbours views on whether to make representation.

Mr Evans explained that the procedural oversight could be remedied via a correction of the description and re-notification of neighbours using the correct description. Once the representation period of 21 days had elapsed, the case may be referred back to the LRB for reconsideration of the review.

In light of the information made available to members, they agreed unanimously to adjourn the meeting and consideration of the application until such time as the renotification of neighbours could be carried out using the correct description.

- **Councillor Marie Boulton - Chairperson**