

Appendix C – Proposed Public Speaking Procedure

Speaking at Area Planning Sub Committee or Planning Committee

When an application is considered at Area Planning Sub-Committee members of the public are allowed to attend but can only speak through the public speaking procedure.

Area Sub Committees normally meet every four weeks on a Monday evening starting at 7pm. Planning Committees are held less regularly on a Tuesday evening starting at 7pm. Committee dates are published on the Council's website.

Applications eligible for public speaking

Any planning application on the Sub Committee or Planning Committee agenda will be eligible for public speaking.

Who can speak

One speaker in favour and one speaker against will be permitted for any application.

The onus is on the applicant or interested parties to check when an application is going to Committee and to register to speak. Committee reports are published at least 5 working days before the meeting.

The deadline for registering to speak is 12 noon on the Thursday before the date of the Committee. You will need to register your interest to speak by telephoning 01372 474474. There will be no facility to register your interest to speak at the meeting.

The applicant (or their agent) will be permitted to speak only in response to an objector and consequently, not solely to promote the proposed development.

Please note that speakers will be chosen on a first-come, first-served basis, and only one person will be allowed to address the relevant Committee. However, it is possible for a spokesperson to be appointed to put the combined views of objectors across at the meeting. Your details will therefore be passed on to any subsequent callers, who may contact you. Once a speaker has spoken on an application, they may not speak again on the same application at subsequent meetings of the Sub-Committee or Planning Committee.

Your views

You will need to limit your views to relevant planning issues such as:

- external design, appearance and layout
- highway safety and parking
- loss of light or overshadowing
- loss of amenity
- residential amenity

The Sub-Committee are not able to take into account such items as:

- private property rights
- the applicant's morals or motives
- effect on property values
- loss of a view
- matters covered by other legislation

Procedure at the meeting

1. A planning officer will introduce the application by outlining the scheme and reporting any late information that has been received since the agenda was printed.
2. The Chairman will then invite you to move forward and you will be given 3 minutes to outline your views. This time limit is strictly enforced.
3. You cannot ask questions of Councillors, officers or others. The Chairman may allow members of the Committee to ask for clarification of any points you raised.
4. No documents can be circulated at the meeting by either the objector or applicant. If you wish the Committee to take anything additional into account it should be submitted as a representation at least 2 working days before the meeting to ensure that it can be recorded as a late representation and published on the Council's website for the public to view.
5. After you have finished speaking, you will be asked to return to your seat.
6. The applicant or agent will then move forward and have the same amount of time to present his/her response. The Chairman may allow members of the Committee to ask for clarification.
7. The planning officer will then comment on any points you or the applicant/agent raised, and the Committee will proceed with its deliberations on the application.