

## **Speaking at Planning Committee**

### **Who can speak at Planning Committee?**

We encourage the public to attend and take part in our meetings and have guidelines to help manage the meetings.

You can only speak if it is the Planning Committee who are deciding on the planning application. Occasionally the decision is delegated to Planning Officers.

For further advice, and information about the date of the meeting at which the application will be considered please contact us on 01293 438000.

### **You can speak on Planning Applications at the Planning Committee if:**

- You have submitted a planning application (you or your agent can speak)
- You represent a Civic or Local Representative group (such as a residents' or tenants' association) that has made written representations on a planning application to the Planning Department
- You are a member of the public (such as a neighbour) who has made written representations either for or against a planning application to the Planning Department

### **Information to be included in a representation**

To make the greatest impact with their statement speakers should:

- be brief and to the point
- limit their views to the planning application
- confine themselves to relevant planning considerations

Relevant planning considerations will vary depending on the nature of the site and the proposed development. The following

list gives some guidance on what types of matters can be considered when a planning application is determined:

- Local Plan Policies
- National Planning Policy Framework and other Government Guidance
- Planning law and previous decisions
- The density of development proposed for a site
- Highway safety and traffic issues
- Noise and disturbance
- Residential amenity
- Design, character, appearance, visual impact and layout
- Impact on trees and impact on the character of an area including Listed Buildings and Conservation Areas
- Flooding and Drainage

**The following issues would not be considered relevant:**

- Matters covered by other legislation
- Private Property Rights eg Boundary or access disputes, restrictive covenants on the land or rights of way
- The morals or motives of the developer
- Suspected future development
- Loss of views over other people's land
- Effect on the value of property
- Infringement of rights of light
- Personal matters

Speakers should particularly note that they should not make any derogatory or defamatory remarks about a person. Any such comments may leave them open to legal action.

## What do I do if I want to speak at Planning Committee?

To speak at Planning Committee you need to:

- Ensure you have made written representation to the Planning Department as outlined above.
- Email Democratic Services by no later than 12 noon on the day of the meeting to register to speak. Please provide your name, contact details, the application on which you will be speaking and in what capacity (i.e. supporting or objecting).
- The meetings start at 7:30pm prompt. Please arrive no later than 15 minutes before the start of the meeting.
- Please provide a copy of what you intend to say for record purposes. Please ensure your speech refers to planning matters.
- If you would like to use PowerPoint slides during your presentation you will need to email these to the Planning Case Officer no later than 12 noon on the day of the meeting. Please bear in mind the amount of time you have to speak (usually 3 minutes) and ensure that including slides will not cause you to overrun your allotted time.
- No new documentation should be circulated to the Committee members at the meeting.
- Messages should never be passed to individual Committee members.

The Chair of Planning Committee has discretion to alter the running order of the agenda which can allow consideration of items where people have registered a desire to speak first.

There will be a limit to the number of speakers and the length of time allowed for speaking. Local Representative Groups and Objectors will be encouraged to select a joint representative in order to avoid duplication and ensure all relevant points are made.

Speakers will not have the right to ask other speakers, applicants, employees of the Council or Committee Members questions.

# Order of speaking and time limits agreed by the Council

	<b>Order of Speaking</b>	<b>Time Limit</b>
1	The Planning Officer will introduce the application and report on representations received, including representations received after publication of the report	
2	Civic and Local Representative Groups	5 minutes
		<b>Total time allowed 5 minutes</b>
3	Objectors	3 minutes for individuals
		5 minutes if speaking on behalf of a group (provided there are not also individual objectors who wish to speak)
		<b>Total time allowed 9 minutes</b>
4	Applicant or Agent and Supporters	3 minutes for the applicant or agent
		3 minutes each for two supporters or 5 minutes if speaking on behalf of a group (provided there are not also individual supporters who wish to speak)
		<b>Total time allowed 9 minutes.</b>
5	Ward Members Where their Ward is directly affected by the application	5 minutes
	Cabinet Members	3 minutes
6	Planning Officer To deal with any errors of fact which have arisen.	

The Committee will then discuss the application, involving Planning Officers, as necessary. There will be no further right for others to speak.