



**Melton  
Borough  
Council**



## **Public Speaking at the Development Committee**

### **MAKING COMMENTS ON A PLANNING APPLICATION**

Melton Borough Council has adopted the following procedures to enable applicants, objectors, and representatives of the Parish Councils to speak on those planning applications that are brought forward to the Development Committee for determination.

## **ADDRESSING THE DEVELOPMENT COMMITTEE**

Any written comments received by the Council during the processing of a planning application are already summarised in the report on the application contained within the Agenda. However, if you also wish to appear in person to address the meeting of the Development Committee on a particular planning application, then you are able to do so providing the following rules are observed:-

- 1 All parties wishing to address the Committee must notify the Development Control Team, not later than 3 working days before the meeting (i.e. Monday before a Thursday meeting). Where more than one objector or supporter wishes to speak they will be requested to work together to appoint a representative to speak on behalf of all the objectors /supporters.  
This process requires that speakers contact details will be requested and that they may be divulged to other parties (i.e. other objectors or supporters, as appropriate)
- 2 In speaking to the Development Committee, any comments made must relate to the relevant planning issues such as:-
  - relevant planning policies
  - layout and density of buildings
  - overshadowing, overlooking and loss of privacy
  - appearance and character of development
  - traffic generation
  - highway safety
  - parking provisions
  - noise, disturbance or other loss of amenities

The right to speak at the Development Committee is also governed by the following restrictions because the Council is under a statutory duty to determine planning applications within 8 weeks of their registration and these procedures must not cause delay to the processing of applications:-

- 3 Your oral presentation will be restricted to within the 3 minutes allowed and this will be strictly adhered to.
- 4 Speakers will be requested to return to the public gallery after having made their presentation. There will be no further opportunity to address the Committee This is not an opportunity for any party to turn the procedure into a hearing by entering into discussion or a question and answer session.

- 5 Once you have made your 3 minute presentation there will be no further opportunity to address the Development Committee at the meeting.
- 6 You will not be permitted to address the Committee on non-material planning issues such as:-
  - boundary disputes, covenants and other property rights
  - the applicant's morals or motives
  - reduction in property values
  - loss of private views over land or countryside
  - matters dealt with under other statutes, for example licensing
  - temporary disruption caused during construction work
  - possible future development not included in the application
- 7 Applications will not be deferred because of the absence of speakers.
- 8 The Committee will not accept any written submission or other information brought forward by speakers at the meeting. Any such material must be sent to the Development Control Team preferably well in advance of the meeting, but in any event not later than midday 1 working day before the meeting (i.e. Wednesday midday before the Thursday meeting).
- 9 The Chairman reserves the right not to apply the above procedures in cases where an officer's report to the Development Committee on a planning application is marked "not for publication" and is exempt as defined by the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972.

### **WHERE AND WHEN ARE THE MEETINGS HELD?**

Development Committee meetings are usually held at Parkside, Burton Road, in Melton Mowbray. The dates of the meetings are given in the acknowledgements of planning applications and in the letters notifying neighbours of the receipt of planning applications. All parties are informed of the inclusion of individual applications on specific agendas as soon as they are compiled.

The Agenda containing the planning applications is published 5 working days before the date of the meeting and can be inspected on line at [www.melton.gov.uk](http://www.melton.gov.uk)

### **WHAT HAPPENS AT THE MEETING?**

The meeting will begin at 6.00 p.m. When required to speak, the speakers will be called forward to the front of the Chamber where a seat will be reserved for them.

The order of speaking will be as follows:-

- 1 **The Chairman will announce the planning application and a Planning Officer will make any introductory comments.**
- 2 **Representations by the Parish Council representative.**
- 3 Representations by the objector (or the objectors spokesperson)
- 4 Representations by the applicant, or the applicant's representative, or other supporter if the applicant does not wish to speak.
5. The Ward Councillor
6. Clarification of any points by the Planning Officer, consideration and debate of application by Members before the Committee proceeds to a decision.

### **Further information**

Please contact Development Control by phoning 01664 502566 or e-mail [developmentcontrol@melton.gov.uk](mailto:developmentcontrol@melton.gov.uk)