



Part 4

Rules of Procedure

22.2 **The following Public Speaking Rules apply to Planning Committee only:-**

Written comments or other materials that objectors to or supporters of a Planning Application wish to have presented to the Committee must be sent to the Development Control Team well in advance of the meeting. The deadline is not later than midday three (3) working days before the meeting ~~(i.e. Thursday midday before a Tuesday meeting.)~~

Summaries of written comments and other written materials received by the Council during the processing of a planning application are included in the report on the application contained within the agenda.

Written comments or photographs cannot be presented at the meeting.

Objectors to and supporters of a planning application and also the Ward Councillor (who is not a member of the Planning Committee, or is a member of the Committee but has elected to make representations in favour of Participating in the decision concerned) any Parish Council who has responded to consultation on the application may address the Planning Committee provided the following rules are observed :

1. All parties, including Ward Councillors, who wish to address the Committee, must notify the Development Control Team not later than two (2) working days before the meeting (i.e. Friday midday before a Tuesday meeting.)

If more than one objector or supporter wishes to address the Committee a request will be made for a representative of each party to be appointed to speak on its behalf. If this is not possible, representatives should be appointed to speak on distinctly different aspects of the objection or support. The Chairman will request the nature of these different aspects before granting or refusing permission to speak.

Speakers will be requested to provide their names and addresses.

Any deviation from this procedure, for example to request additional numbers of speakers or a greater length of time to address the Committee will require the agreement of the Committee prior to implementation. Where the decision is not agreed unanimously, it shall be determined by a vote. Members will follow the rules of 'natural justice' and make additional allowances for opposing parties (e.g. if objectors are allowed additional time, the same will be ~~afforded~~afforded to applicants/supporters).

~~— Applicants will be allowed to speak only in response to presentations made by objectors or a Parish Councillor or when refusal of an application is recommended.~~

2. Oral presentations and also written comments submitted previously must address only relevant planning issues *such as:*

~~Relevant planning policies~~

~~Layout and density of buildings~~

~~Overshadowing, overlooking and loss of privacy~~

~~Appearance and character of the development~~

~~Traffic generation~~

~~Highway safety~~

~~Parking provisions~~

~~Noise, disturbance and other loss of amenities~~

~~—~~

~~— And~~

~~— Speakers will not be permitted to address the Committee on non-material planning issues such as:~~

~~Boundary disputes, covenants and other property rights~~

~~The applicants 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~~

3. *Presentations will be limited to 3 minutes. After each speaker has completed their address to the Committee, the Chair will ask if the Committee has any questions for the speaker. The questions posed must be strictly for the purpose of clarification of the contents of the speaker's address to the Committee and must be directed through the Chair, not directly to the speaker.*

4. ~~Speakers will be requested to return to the public gallery after making their presentations. The applicant / objector (s) may be granted further opportunity to address the Committee if the Committee is then addressed by an expert, at its request, on an issue raised by the applicant/objector at an earlier meeting. Speakers must seek the approval of the Chairman to comment on the expert's contribution. They may not ask questions and seek answers.~~

5. ~~Applications will not be deferred if objectors fail to attend the meeting.~~

6. ~~The order of speaking will be as follows :~~

- *The Chairman will identify the Planning Application and a Planning Officer will make ~~any~~ introductory comments and any updating required.*
- *Presentation by a Parish Councillor or his representative*
- *Presentation by the objector of the objectors spokesperson*
- *Presentation by the applicant or the applicants representative*
- *Councillors (a) within the Member's Ward who are not part of the decision-making process and (b) Members not in the concerned Ward may, with the approval of the Chairman, speak provided (1) they have complied with the prior notice arrangements defined above and (2) have notified the Chairman of the specific planning issue(s) they wish to contribute*

~~*After each speaker has completed their address to the Committee, the Chair will ask if the Committee has any questions for the speaker. The questions posed must be strictly for the purpose of clarification of the contents of the speaker's address to the Committee and must be directed through the Chair, not directly to the speaker.*~~