

## **Planning Committee Meeting Procedure and Public Speaking**

### **Agenda Order**

1. Applications will be determined in the order they appear on the agenda unless the Chairman, with the agreement of the Committee, has valid reasons for changing the order.
2. Officers will seek to ensure that applications which are likely to attract large numbers of attendees appear earlier in the agenda.
3. If the order is changed, this will be announced at the start of the meeting.

### **Meeting Procedure**

4. In the interests of fairness, consistency and transparency, the procedure below should be complied with by each planning committee. Members of the public in particular should note that it is not permissible during meetings to communicate with members debating the proposal either orally or in writing, as this may give the appearance of bias. Any participation in the meeting should be as set out below.
5. For each application the planning officer will introduce the application and the key issues involved, as well as the reasoning behind the recommendation as set out in their report. They will also set out any representations, amended plans or material considerations which have been received or come to light in the period between the publication of the agenda and the committee meeting.
6. Committee Members may then ask the officer to clarify any points/ask technical questions.
7. Members of the public who wish to make representations opposing the application will then be invited to do so. Up to three speakers will be invited for up to three minutes each.
8. Members of the public who wish to make representations in support of the application will then be invited to do so. This section includes the applicant, the agent, and any other professionals employed by the applicant. Up to three speakers will be invited for up to three minutes each.
9. Statutory Consultees who wish to make representations will then be invited to do so for up to three minutes each, whether in support or in objection to the application.
10. The parish council representative for the area in which the applications sits, if present, will then be invited to make a representation of up to four minutes. This must be the formal view of the parish council, not an individual representation. If the application is on the edge of several parishes which are directly affected, the Chairman may allow other parishes, to a maximum of three total, to speak for up to four minutes each. Other members of a parish council may register to speak, but would need to utilise a public speaking slot.

11. The unitary division member for the application will then be invited to make a representation for up to five minutes at Chairman's discretion. The Chairman may allow a neighbouring or any other member of the council to make a representation at this time if they consider it appropriate.
12. The planning officer will then have an opportunity to respond to comments or provide clarification of any points raised by the public or members.
13. The Committee will then debate the application. The first member to speak will be expected to move a proposal for deliberation. The rules of debate as detailed in Part 4 of the Constitution will apply.

#### **General Public Participation**

14. In the case of all public speaking categories, speakers must register with Democratic Services no later than 10 minutes before the start of the meeting. Public are encouraged to contact Democratic Services sooner in order to register, but not prior to the publication of the agenda.
15. If more than three persons wish to speak on an application, they will be listed on a first come first served basis, and if at the registration deadline a speaker does not confirm their attendance in person, the opportunity to speak will be offered to someone else if appropriate. Prior to the meeting speakers will be advised to coordinate themselves and, regardless of order of registration, if they are in agreement any chosen three may speak in whichever order they wish. In the absence of agreement, the Chairman will take the speakers in the order as registered.
16. While the Chairman of a committee has discretion over the timings and number of speakers in the case of controversial or large-scale applications, in the interests of natural justice it is imperative that any increase is applied equally between those speaking for and against the application.
17. No contributions from the public will be accepted outside the public speaking slots detailed above.

#### **Questions and Petitions**

18. Submitted questions and petitions on non-determined planning applications are excluded from the usual council procedures at Part 4 of the Constitution. This means that any questions or petitions in relation to an agenda item at a meeting will be logged by planning officers as a representation and addressed in their introduction of the item.