

APPENDIX 1 TO SECTION 8

PROCEDURE FOR PUBLIC PARTICIPATION IN THE CONSIDERATION BY THE PLANNING CONTROL COMMITTEE OF APPLICATIONS MADE UNDER THE TOWN AND COUNTRY PLANNING AND RELATED LEGISLATION

1. SCOPE OF SCHEME

- 1.1 The scheme should apply solely to applications, made under the Town and Country Planning, Listed Building and Conservation Area Acts and related legislation, which are the subject of a written report to the Planning Control Committee and not to those applications which fall to be determined under officer delegation.
- 1.2 The right to address the Committee should be confined to the applicant or his agent or representative, persons who have previously made written representations to the Authority either for or against the application proposals and the local Member of the County Council. In the case of objectors or supporters (including the applicant or agent) where more than one person in each group wishes to speak, they should be strongly encouraged to nominate one of their number to address the Committee in order to make the most effective use of their allotted time.
- 1.3 The time slot allocated to each group of speakers should not exceed 5 minutes. This time limit should be strictly adhered to in order to ensure that the business of the Committee can be transacted as expeditiously as is reasonably possible. It is suggested that the Committee & Member Services Officer has the responsibility for time-keeping rather than the Chairman.
- 1.4 The Chairman of the Committee should have the right to stop persons from speaking at any time if he/she considers the matters being presented to be defamatory, improper or outside the scope of the responsibilities of the Committee. This would be additional to the Chairman exercising discretion as to whether a meeting should be suspended for the purpose of maintaining order.
- 1.5 Persons should only be allowed to address the Planning Control Committee if they have previously registered with the Council's Democratic Services Manager by 12 noon on the day of the meeting but not before the agenda of the meeting has been made public (normally five working days prior to the meeting). They may speak at subsequent meetings, in the case of a decision being deferred, unless they have spoken at the first meeting. If more than one person registers their wish to speak, they should be advised by the Democratic Services Manager to contact the first person who has registered in an endeavour to agree how to share their 5 minutes.
- 1.6 Persons addressing a Committee should not be permitted to put questions to the Chairman, Members or officers. Likewise, that person should not, normally, be questioned as this could give the opportunity for extending their presentation which would be unfair on the other parties.

2. PROCEDURE AT MEETINGS

- 2.1 Those persons who have registered to speak should arrive at least 10 minutes before the meeting in order to make contact with the Committee & Member Services Officer.

- 2.2 At the appropriate point in the meeting, the Chairman announces the item and invites the planning officer to speak.
- 2.3 The planning officer introduces the proposal, drawing attention to significant issues and up-dating, if necessary, the written agenda report.
- 2.4 The representative(s) of those persons objecting to the application is/are invited to address the Committee for up to 5 minutes in total.
- 2.5 The applicant, applicant's agent or the representative of those persons supporting the application is/are invited to address the Committee for up to 5 minutes in total.
- 2.6 Points of clarification may be asked by the Committee through the Chairman (up to a total of three on each representation) of the objector(s), applicant, applicant's agent or representative. This limit does not apply to points of clarification asked of the planning officer (see 2.7 below). The Chairman can decline to put a point of clarification if he/she considers this irrelevant in planning term or that this has been covered in the planning officer's report or during any of the representations.
- 2.7 The Chairman will invite the planning officer to comment on any of the issues raised.
- 2.8 The Committee will debate the proposal and then make its decision.