

A Guide to Public Speaking at the Planning Committee

1. Introduction

The City Council operates a scheme for public speaking at its Planning Committee. You have registered as wishing to speak on a planning application to be decided by the Committee. The scheme provides the opportunity for no more than 2 speakers supporting and two speakers opposing an application to address the Committee if it were to be determined by the Committee, unless it is a major development, when it may be possible for more than two speakers to address the Committee

That application is now ready to be considered by the Committee and this leaflet explains how you can take part before the Committee makes a decision.

2. The Date, Time and Place of the Committee Meeting

With this leaflet is a letter which gives the date, time and place for the Planning Committee's meeting. Also there should be a copy of the written report on the application which will be before the Committee at its meeting.

3. 'Do I Have to Speak?'

No. Even though you've registered to speak this doesn't mean that you have to if you've changed your mind. If the application details have changed or the written report adequately summarises your views then you can choose not to speak. If you no longer want to speak, please telephone the direct line number on the enclosed letter to confirm this as it may be that other people have registered and may be able to speak to the Committee instead. Please have the letter to hand as we may need some details from it when you call.

You will have been asked at the point of registration whether you are happy for your contact details to be passed on to any other registered speakers. This will only be done if you have agreed to it. If you know that others have registered to speak and they share your views, you may want to choose one of your number to speak for you all. You can request that a Ward Councillor speaks on your behalf. You can find out who your local Councillors are by 'phoning the Council on 024 7683 3156

If you still want to speak this is what will happen at the meeting

4. What will Happen at Planning Committee

- When the application is called, the Planning Officer will present the written report and refer to plans and photographs which will be on display.
- Objectors to the application will then be called to speak.
- Supporters of the application will then be called to speak.
- The applicant (or their representative) will be called to speak.
- Members of the Committee will then consider the application and then vote.

- Officers may need to answer questions, respond and clarify points raised and advise the Committee on procedure.

Rules You Should Know About

All objectors, supporters and applicants (or their representative) who choose to speak will be bound by the following rules:

- You may only speak once and for a maximum of up to 3 minutes only and should only raise issues which were included within your written response. Please make all your points in the one 'go'- you won't be allowed a second chance. Where there is a major development and more than one objector has spoken, the applicant or their representative may, at the Chair's discretion, be allowed longer than 3 minutes to speak to respond to the points raised by objectors.
- Objectors, supporters and applicant (or their representative) will always speak in that order. Second and, for major developments, subsequent speakers will be expected to raise new issues which were included within their written response.

If you believe there are additional issues that should be considered which did not form part of your written response, these should be made in writing to the Planning Officers by no later than 12.00 noon on the day before the Committee meeting. This is also the case should you wish to have any photographs, plans etc., submitted to the Committee. Submission of additional information at the meeting will not ordinarily be permitted. The Committee will not be able to comment on any new matters raised verbally at the meeting.

- The Chair of the Committee will rule on any dispute as to the procedure to be followed and his/her ruling on all issues will be final. The Chair has the right to intervene and curtail public speaking to ensure orderly conduct and avoid repetition.
- You may only speak on 'planning matters'.
- Planning Committee Members have the right to ask questions of fact of public speakers, petitioners and applicants.

Planning matters include:

- Compliance with the development plan
- Design and use of the proposal in its surroundings
- The effect of sunlight and daylight on adjoining properties
- Loss of privacy to adjoining properties
- Effect on parking, traffic and road safety
- Noise and general disturbance to adjoining properties

Planning matters do **not** include:

- Spoiling your view
- Rights to light
- Devaluing your property
- Covenants affecting properties
- Nuisance caused by building work

- Land ownership disputes
- Personal character of the applicant
- Moral issues

If you have any questions, please telephone the person named on the covering letter enclosed on the direct line number given there.