

RULES OF PROCEDURE PUBLIC PARTICIPATION AT MEETINGS

PART 2 - DEVELOPMENT CONTROL COMMITTEE

1. As far as is practicable, these arrangements shall also apply to Councillors who are not members of the Development Control Committee but who attend a meeting of the Committee in order to speak on an application. If the Chair rules against participation by such a Councillor the reasons for such a refusal should be stated at the meeting and recorded in the minutes.
2. The Chair of the Committee may change these arrangements from time to time for particular planning applications, in discussion with the Planning and Development Manager.
3. A request to speak by:
 - a) Either a Councillor who is not a member of the committee or a member of the public should be made in writing to Head of Planning and Infrastructure no later than 12 noon two working days before the date of the committee meeting.
 - b) The Chair shall have discretion to extend deadline for notification of public speaking if the planning application is major and has borough wide implications.

Public Participation in Respect of Planning Applications

1. The Council's public participation scheme allows for public speaking about a planning application if the application is to be decided by the Development Control Committee. The following arrangements apply:
 - a) Those in support of an application may speak if they are the applicant or where a written comment has been made on the application and where they have registered to speak prior to the meeting.
 - b) Objectors to the application may speak if they have made a written objection and have registered to speak prior to the meeting.
 - c) Parish and Town Councils affected by the application also have the right to speak on applications where they have registered to speak prior to the meeting.
2. For each site/application the following time will be allocated to hear the views of:
 - a) Objectors– four minutes to be shared between all objectors or their representative.

- b) Applicant/Supporter– four minutes to be shared between all in support or their representative.
 - c) An affected Parish or Town Council – four minutes for each.
 - d) Any visiting Borough Councillor – four minutes each.
3. A maximum of 4 minutes will be given to speakers where a linked application is being considered (such as full planning application and listed building consent).
4. There will be no opportunity for any public speaker to display maps, photographs etc. or to ask questions of others at the meeting.
5. The order of speaking will normally be as follows:
- a) Parish and Town Councils
 - b) Those objecting to the application
 - c) Those in support of the application
 - d) Any visiting Borough Councillor
6. Committee members may ask speakers questions of fact to seek clarification arising out of the speaker's participation but only if officers are unable to clarify the particular point.
7. Those speaking against the application, those in support of the application and Parish or Town Councils will be given only one opportunity to speak on an application, regardless of whether the planning application is determined or deferred to a subsequent meeting. Comments relating to personal circumstances will not be allowed.

Public Participation in Respect of Development Control Matters that are not Planning Applications

1. Public speaking is permitted on all items presented to the Committee including those items which are not planning applications. Public speaking on these items will take place at the same time that the item is considered. A maximum of 4 minutes will be allowed for those speaking against the recommendation, for those speaking in support of the recommendation, the Parish or Town Council, and finally any visiting Borough Councillor.
- a) speaking against the recommendation,
 - b) for those speaking in support of
 - c) the recommendation, the Parish or Town Council,
 - d) and finally any visiting Borough Councillor.