

## **Part 3 – procedure rules**

### **c. Planning Committee procedure rules**

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Unless otherwise specified, the council procedure rules apply to meetings of the Planning Committee, in addition to the specific procedures contained in this section.

1. Seating arrangements at Planning Committee
  - 1.1 Members of the committee will sit in their allocated seats, with members in attendance who are not on the Planning Committee sitting at the outer circle of desks.
2. Procedure at the meeting
  - 2.1 The order of the agenda will be arranged or amended to ensure applications with speakers are heard first.
  - 2.2 The chairman will announce each application in turn.
  - 2.3 The planning officer will make any introductory comments.
  - 2.4 Registered speakers will have the opportunity to address the meeting – the objectors will go first, followed by those speaking on behalf of the applicant. Five minutes will be allowed for objectors and five minutes for those speaking on behalf of the applicant.
  - 2.5 The relevant ward member will be allowed to speak for five minutes.
  - 2.6 The Executive member for development management matters will be allowed to speak for no more than two minutes each on an application. The chairman may exceptionally allow the Executive member to speak for up to five minutes where the chairman considers the application to be of major significance.
  - 2.7 The Member of Parliament and County Councillor may speak on matters affecting their constituency or division for a maximum of two minutes.

- 2.8 A representative of the relevant parish council may speak for a maximum of two minutes.
- 2.9 The planning officer will have the opportunity to respond to the comments made by the speakers.
- 2.10 The committee will then consider the application and ask any questions of officers.
- 2.11 The planning officer and/or solicitor will be allowed to make any concluding points.
- 2.12 The committee will vote on any proposition or amendment which has been moved and seconded.
- 2.13 When a decision is likely to be taken contrary to an officer's recommendation (either for approval or refusal) the Head of Planning & Development, Planning Manager (Development Management) or Principal Planning Officer may request a recorded vote. If that vote results in a contrary decision, the committee's reasons shall be minuted. The Head of Planning & Development, Planning Manager (Development Management), Principal Planning Officer and/or the Legal Services Manager (or their nominee) shall also be given the opportunity to explain the possible implications of a contrary decision.

### 3. Speaking by the public on planning applications

- 3.1 Public speaking is allowed at the discretion of the chairman. The chairman's decision is final.
- 3.2 Objectors and the applicant (or those speaking on behalf of the applicant) may speak at Planning Committee except on those applications where
  - another body directs refusal
  - the borough council is a consultee only.
- 3.3 Speaking at meetings of the Planning Committee is limited to:

An objector to a planning application where:

- The objector has made a written comment on the application
- The grounds of objection raise material planning considerations
- The objector has given the required notice of a wish to speak.

An applicant(s), or agent(s) appointed to act on their behalf.

Objectors will have five minutes to speak. Where more than one objector wishes to address the meeting, Democratic Services will put the objectors in touch with each other so they may agree how they will share the time allowed. The objectors should inform Democratic Services of the agreement they have reached. If no agreement is reached, the first person who made the request shall speak.

Applicants may also share the five minutes as they see fit.

- 3.4 Speaking will be allowed only if the planning application is one which is reported to a meeting of the Planning Committee for them to determine, on the basis that it is not delegated for decision at officer level.
- 3.5 Anyone wishing to speak will need to contact Democratic Services by email, telephone or in writing no later than 4.00pm on the Thursday before the meeting.
- 3.6 No written submissions, photos, presentations or other material will be accepted from speakers at the meeting.
- 3.7 If a decision on an application is deferred, any objectors or applicants registered to speak on that item will have the opportunity to speak again when the item is brought back to a future committee. If they do not wish to speak, opportunity for others to register in line with the normal procedure will be afforded.
- 3.8 Applications will not be deferred because of the absence of an applicant or objector, or other person, who has indicated a wish to speak.
4. Training
  - 4.1 The Head of Planning & Development and Democratic Services Officer will be responsible for formulating a member development programme for Planning Committee members and will inform members which elements of the development programme are mandatory for all Planning Committee members and those substituting for regular members. Planning Committee members who fail to attend the mandatory elements of the members development programme may, at the discretion of the Chairman and the Chief Executive, be prohibited from attending Planning Committee as a voting member.