

Protocol on Public Speaking at Planning Committee

Public speaking at Planning Committee will be allowed strictly in accordance with this protocol. You cannot demand to speak at the Committee as of right. The invitation to speak and the conduct of the meeting is at the discretion of the Chair of the Planning Committee and subject to the points set out below.

Who Can Speak

Community and Town Councils

Community and town councils can address Planning Committee. Only elected members of community and town councils may speak. Representatives will be expected to uphold the following principles: -

- (i) To observe the National Code of Local Government Conduct.
- (ii) Not to introduce information that is not:

- consistent with the written representations of their council, or
- part of an application, or
- contained in the planning report or file.

Members of the Public

Speaking will be limited to one member of the public opposing a development and one member of the public supporting a development. Where there is more than one person in opposition or support, the individuals or groups should work together to establish a spokesperson. The Chair of the Committee may exercise discretion to allow a second speaker, but only in exceptional cases where a major application generates divergent views within one 'side' of the argument (e.g. a superstore application where one spokesperson represents residents and another local retailers). Members of the public can appoint representatives to speak on their behalf. Where no agreement is reached the right to speak shall fall to the first person / organisation to register their request. When an objector has registered to speak the applicant or agent will be allowed the right of reply. Speaking will be limited to applications where letters of objection / support or signatures on a petition have been submitted to the Council from 5 or more separate households / organisations (other than community/town councils). The Chair may exercise discretion to allow speaking by members of the public where an application may significantly affect a sparse rural area but less than 5 letters of objection/support have been received.

Applicants

Applicants or their appointed agents will have a right of response where members of the public or a community / town council address committee. Public speaking will normally only be permitted on one occasion when applications are considered by Planning Committee. When applications are deferred and particularly when re-presented following a committee resolution to determine an application contrary to officer advice, public speaking will not normally be permitted. Regard will however be had to special circumstances on applications that may justify an exception.

Registering Requests to Speak

To register a request to speak objectors / supporters must first have made written representations on the application. They must include in their representation your request to speak or subsequently register it with the Council.

Officers will endeavour to keep applicants or agents and objectors informed of progress on an application, however, it is the responsibility of those wishing to speak to check whether the application is to be considered by Planning Committee by contacting the Planning Office. They will be able to provide details of the likely date on which the application will be heard and the procedure for registering the request to speak.

Anyone wishing to speak must notify the Council's Democratic Services Officers of their request to speak by contacting Richard Williams on **01633 644232**, or by email: richardwilliams@monmouthshire.gov.uk

Speakers must do this as soon as possible, between 12 noon on the Wednesday and 12 noon on the Monday before the Committee. Please leave a daytime telephone number.

The Council will maintain a list of persons wishing to speak at Planning Committee.

Procedure at the Planning Committee Meeting

Persons registered to speak should arrive no later than 15 minutes before the meeting starts. An officer will advise on seating arrangements and answer any queries. The procedure for dealing with public speaking is set out below:

- The Chair will identify the application to be considered.
- An officer will present a summary of the application and issues with the recommendation.
- The local member if not on Planning Committee will be invited to speak for a maximum of 6 minutes by the Chair.
- The representative of the community or town council will then be invited to speak for a maximum of 4 minutes by the Chair.
- The Chair will then invite, in turn, the objector and / or supporter to speak for a maximum of 4 minutes each.
- The Chairman will invite the Applicant or Appointed Agent (if applicable) to speak for a maximum of 4 minutes. Where more than one person or organisation speaks against an application the Applicant or Appointed Agent shall at the discretion of the Chair be entitled to speak for a maximum of 5 minutes.
- Time limits will normally be strictly adhered to however the Chair will have discretion to amend the time having regard to the circumstances of the application or those speaking.
- Speakers may speak only once.
- Planning Committee members will then debate the application, commencing with the local member if a member of Planning Committee.
- A Member shall decline to vote in relation to any planning application unless he or she has been present in the meeting of the Planning Committee throughout the full presentation and consideration of that particular application.
- Response by officers if necessary to the points raised.
- Immediately before the question being put to the vote, the local member will be invited to sum up, speaking for no more than 2 minutes.
- The community or town council representative or objector / supporter or applicant / agent may not take part in the Members' consideration of the application and may not ask questions unless invited to by the Chair.
- Where an objector or supporter or applicant / agent community or town council has spoken on application no further speaking by or on behalf of that group will be permitted in the event that the application considered again at a future meeting of the committee unless there has been a material change in the application.
- The Chair or a Member of the Committee may at the Chair's discretion occasionally seek clarification on a point made
- The Chair's decision is final.
- When proposing a motion either to accept the officer recommendation or to make an amendment the member proposing the motion shall state the motion clearly.

- When the motion has been seconded the Chair shall identify the members who proposed and seconded the motion and repeat the motion proposed. The names of the proposer and seconder shall be recorded.
- A member shall decline to vote in relation to any planning application unless he or she has been present in the meeting of the Planning Committee throughout the full presentation and consideration of that application.
- Any member who abstains from voting shall consider whether to give a reason for his/her abstention.
- An officer shall count the votes and announce the decision.

Content of the Speeches

Comments by the representative of the town / community council or objector, supporter or applicant / agent should be limited to matters raised in their original representations and be relevant planning issues. These include:

- Relevant national and local planning policies.
- Appearance and character of the development, layout and density.
- Traffic generation, highway safety and parking / servicing.
- Overshadowing, overlooking, noise disturbance, odours or other loss of amenity.

Speakers should avoid referring to matters outside the remit of the Planning Committee, such as:

- Boundary disputes, covenants and other property rights;
- Personal remarks (e.g Applicant's motives or actions to date or about members or officers);
- Rights to views or devaluation of property.