



PUBLIC SPEAKING

AT

PLANNING AND DEVELOPMENT BOARD

September 2017

PUBLIC SPEAKING AT THE PLANNING AND DEVELOPMENT BOARD

QUESTIONS AND ANSWERS

1. Does the opportunity to speak change existing procedures for publicity of planning applications?

No. Current arrangements will continue in accordance with the Council's Scheme of Delegation. If you have comments to make on an application, you must write to the Head of Development Control and respect set deadlines.

2. Does the opportunity to speak change existing procedures for making decisions on planning applications?

No. It is important to recognise that not all planning applications are determined by the Planning and Development Board. Some matters are delegated to the Head of Development Control for decision. The right to speak extends only to those applications being considered by the Planning and Development Board.

3. How will I know if I can speak at the Board Meeting?

The Planning and Development Board usually meets once each month. The meetings are held at The Council House, South Street, Atherstone and commence at 6.30pm.

To establish whether an application is to be reported to the Board you should email or speak to the Case Officer for that application. One working week before the Board meeting an Agenda will be published at <http://www.northwarks.gov.uk/planning> and will be available at the Council offices. This will set out which applications will be discussed and provide the Officer's recommendation. The Council will not expressly notify you.

Anyone wishing to speak at the meeting will need to inform the Democratic Services Section no later than 1 pm on the day of the Board meeting. Such notification may be in writing, by e-mail or telephone; however, it is preferable to complete and return the form below.

You should arrive half an hour before the meeting as only three minutes are allowed for those objecting to an application and three minutes are allowed for those supporting an application. If others wish to speak on the same application, the time must be shared or you should nominate a single speaker. It will be preferable if you are able to select a single spokesperson. In the rare case of any uncertainty, the Chair of the Planning and Development Board will adjudicate. Democratic Services Officers will be on hand to help.

4. What will happen at the Board Meeting?

The Democratic Services section of the Authority will inform the Chairman of all questions and statements notified. Democratic Services will produce a list of public speakers for all members of the Board and relevant Officers.

- i On each agenda item the Planning Officer will introduce the proposal with a short presentation.
- ii The objector(s) will be asked to speak first. A total of three minutes is allowed. No questions may be asked by the speaker(s) of the Officer or Councillors. Councillors and the Planning Officer may ask questions of speakers only if there are any facts they wish to clarify. There will be no second chance to address Board.
- iii The applicant or her/his representative or supporter(s) of the proposal will be

invited to speak next, again for a maximum of three minutes. As with the objector(s), no questions may be asked by the speaker(s) of the Officer or Councillors.

Again, Councillors and the Planning Officer may ask questions of speakers if there are any facts they wish to clarify and there will be no second chance to address Board.

iv The Planning Officer will then respond to any issues raised by the speakers.

v There will be no further public speaking.

vi On occasions a local Councillor, who is not a member of the Board, may speak on the proposed development.

vii The Board, sometimes with further advice from Officers, will then discuss and come to a decision on the application. This may involve a detailed debate so there is no time limit for Councillors speaking.

viii Please note that where an application is complex it may be deferred by the Board, possibly for a site visit or for further information/changes before a final decision is made. This may involve people wishing to speak to the Board having to attend more than one meeting.

These arrangements are necessary to ensure that each application is dealt with properly and fairly and that the Board meeting runs smoothly and in a business like way.

5. Do I have to speak?

No. The decision whether or not to do so is yours.

Your written representation will be summarised in the report to the Planning and Development Board and will be given due consideration. The Head of Development Control's recommendation may be in line with your views and you may feel there is little point in adding to it. However, you should be aware that the Board does not always follow Officers' recommendations.

PREPARING YOUR SPEECH

The Council recognises that it can be a daunting task to address public meeting. It will help you if you prepare what you are going to say before you come to the meeting, then practice saying it and time it. You do not have to fill the 3 minutes - that is up to you - but that is the maximum time you will have. Please be aware that if there are multiple speakers you may have less time. The Chair will ask you to stop when your time is up.

Please don't:

- make comments of a personal or slanderous nature
- be abusive
- interrupt other speakers or the debate.

You should not forget that the laws of slander are very strict. If you say something about a person that is not true, even if you believe it to be true, you may be at risk of legal action.

KEY ISSUES

The Planning and Development Board will come to a decision only on the planning merits of a particular case.

It will be guided by, amongst other things:

- the adopted Development Plan, Government policy, guidance and orders
- Case law
- Considerations of highway safety, amenity, noise, emissions, conservation, ecology and access

- The need to secure good and locally sensitive design

Matters which are not relevant in making a planning decision include:

- property rights such as covenants, boundary or access disputes
- morality or personal opinion of the applicant
- loss of views
- property values
- procedural issues
- speculation as to future development proposals

CONTACTS

Planning Applications

On individual planning applications you should contact the Case Officer

or the Development Control Section:

Email: planningcontrol@northwarks.gov.uk Telephone: (01827) 715341

Alternatively you may write to:

Head of Development Control
The Council House
South Street
Atherstone
Warwickshire
CV9 1DE.

If you wish to speak at a meeting of the Planning and Development Board, you MUST contact the Democratic Services Section providing the information set out in the form below.

You may either:

- e-mail democraticservices@northwarks.gov.uk
- ring on telephone number (01827) 719222.
- Write to the Democratic Services Section, The Council House, South Street, Atherstone, Warwickshire, CV9 1DE enclosing the completed form.

**TO BE SUBMITTED ONLY FOLLOWING THE PUBLICATION OF THE
PLANNING AND DEVELOPMENT BOARD AGENDA**

**NORTH WARWICKSHIRE BOROUGH COUNCIL
REQUEST TO SPEAK AT PLANNING AND DEVELOPMENT BOARD**

**TO: DEMOCRATIC SERVICES, THE COUNCIL HOUSE, SOUTH STREET, ATHERSTONE,
WARWICKSHIRE, CV9 1DE.**

FROM:

Name:

Address:

E-mail: _____

Telephone number(s) where you can be contacted if necessary:

Home: _____ Work: _____ Mobile: _____

I would like to speak at the meeting of the Planning and Development Board to be held on
_____ (insert date of meeting) on the following Planning

Application: / / (insert) Agenda Item _____

I am the Applicant/Agent

I am an Objector

I am in Support of the Proposal

SUMMARY OF THE ISSUES TO BE RAISED:

Signed: _____ Date: _____

**PLEASE RETURN THIS FORM TO ARRIVE NOT LATER THAN 1PM ON THE DAY OF THE
MEETING**

YOU MAY E-MAIL THIS FORM TO: democraticservices@northwarks.gov.uk

FOR OFFICIAL USE ONLY: Date and Time received: