



## GUIDANCE FOR PUBLIC SPEAKING AT PLANNING COMMITTEE

The Council operates a public speaking procedure at its Planning Committee. This procedure only relates to planning applications and consents that are to be determined by Planning Committee.

In the interest of fairness and to enable proper and effective debate, the Chair of the Committee will have the discretion to waive or vary the rules of procedure and debate in exceptional circumstances.

The procedure for public speaking is detailed below.

### PRIOR TO THE MEETING

#### Who is allowed to speak at Planning Committee?

(1) Members of the public – they can either be objectors or supporters. ***This will be based on a first come first served basis.*** If there is more than one person wishing to speak, a group can be formed if the first person who has registered to speak is in agreement.

(2) Applicants/agents

(3) Parish Council representatives

(4) Ward Councillors

Anyone wishing to speak must register as detailed below.

All speakers including Ward Councillors must make written representations during the application consultation period on the material planning matters they wish to speak on. A total of one objecting speaker/group and one supporting speaker/group (this includes Parish Councils) plus Ward Councillors can speak at the Planning Committee meeting.

If a Ward has more than one Councillor and each Councillor has registered to speak on an application in their ward, unless they have agreed to nominate one of them as spokesperson, two or three Councillors (as the case may be) may speak at the discretion of the Chair.

If an application is recommended for approval:

- An objector can speak;
- A supporter can only speak if an objector is registered to speak.

If an application is recommended for refusal:

- A supporter can speak;
- An objector can only speak if a supporter is registered to speak.

### **What are and are not material planning matters?**

Planning issues include:

- Compliance with approved planning policies
- Character of the area
- Loss of light
- Loss of privacy
- Noise and disturbance from the proposal
- Traffic generation and access
- Impact on the rural landscape

Planning issues do not include:

- The impact on property values
- Boundary or other legal disputes
- Loss of view
- Restrictive Covenants
- Competition between traders
- Possible damage to property caused by building work
- Access for maintenance

### **How do I register to speak at the Committee?**

You must contact Democratic Services at the Town Hall by any of the following methods:

Email: [planningspeaking@rugby.gov.uk](mailto:planningspeaking@rugby.gov.uk)

Telephone: 01788 533836

Post: Democratic Services, Rugby Borough Council, Town Hall, Evreux Way, Rugby, CV21 2RR

You may also register in person at the main reception at the Town Hall.

A registration form will be available to complete and submit if you prefer.

You may register to speak as soon as the planning application has been publicised.

## **What information do I need to provide when I register?**

You will need to provide the following information:

- Details of the application you wish to comment on (reference number and address)
- Category: Objector/Supporter
- Your full name and address
- Your email address (if you have one)
- A contact telephone number
- Preferred method of contact
- If you are in agreement to share information if there is more than one person who registers to speak for/against an application
- You must agree to comply with the regulations for public speaking at Planning Committee as detailed in this procedure

## **What is the deadline for registering to speak?**

12noon on the Monday prior to the meeting (when the Committee is at its conventional time on a Wednesday evening).

In any other case it would be by 12noon two working days before the date of the meeting. Requests to speak made after the deadline will not be accepted.

## **How will I know if I am eligible to speak after I have registered?**

A member of Democratic Services will contact you after the deadline to register has passed. You would normally be contacted on the Tuesday morning prior to the Committee.

## **AT THE MEETING**

### **Where is the meeting held?**

All meetings of Planning Committee are held in the Council Chamber at the Town Hall, Rugby CV21 2RR and start at 5.30pm.

### **What time do I need to arrive for the meeting?**

You will need to arrive prior to the meeting between 5.10pm and 5.20pm and register your arrival with the Democratic Services Officer, who will be at the entrance to the Council Chamber.

Applications will be considered in the order they appear on the agenda so please be prepared to wait until it is your point of the meeting to speak.

### **How long will I be allowed to speak for?**

A total of three minutes will be allocated to each speaker/group.

Speakers will be advised to direct their presentation to reinforcing the representations they have already made in writing and to restrict their comments to material planning considerations only. No additional information can be raised at the meeting if it has not been formally submitted in writing to the case officer.

The Democratic Services Officer will time speakers using a timer. If the speaker goes beyond the three minutes deadline it would be expected that the Chair would bring the speech to an immediate but polite end.

### **Can I use visual aids to support my speech?**

No. Speakers will not be given the option to use any visual aids. This includes photographs, slideshow presentations and handouts.

### **What is the order of speaking at the meeting?**

The order of speakers at Committee will be as follows:

- The Planning Officer will introduce the application
- The objector will speak
- The supporter/applicant/agent will speak
- The Ward Councillor will speak
- The officer can address any material issues arising from the speakers comments and accept any questions from Committee members.

Any person who addresses the meeting as part of the public speaking process will not be able to take part in the debate, nor ask questions of the Committee or officers.

Any Councillor or Ward Councillor, whether or not a Committee member, who speaks at the Committee as part of the public speaking process shall leave the meeting once all public speaking opportunities on the application they have spoken on have been completed.

### **Who can I contact if I have any queries?**

If you have any questions relating to public speaking, please feel free to contact the Council's Democratic Services on 01788 533836.