

RULES FOR PUBLIC SPEAKING IN RESPECT OF PLANNING APPLICATIONS

1.	Application of Rules
1.1	These rules apply to the consideration of planning and allied applications that may be determined by the Borough Council where the application is to be determined by an Area Planning Committee (or by Council in accordance with Council and Committee Procedure Rule 15.23 or 15.24), but do not apply to applications where the Council is a consultee and not the determining authority.
1.2	The right to speak does NOT apply to reports relating solely to enforcement matters or any other business of the Area Planning Committees than that in 1.1 above.
2.	Procedure before Committee
2.1	Where these rules apply, any member of the public wishing to address the committee (including applicants, their agents, parish council representatives and local residents have the opportunity to attend the meeting in person or to attend via MS Teams. The Applicant's Acknowledgement Letter will indicate that, in the event that the matter is to be determined by a Committee, members of the public will be given an opportunity to speak at the Committee.
2.2	Once the Director of Planning, Housing & Environmental Health has determined that an application will be determined by a Committee, the applicant will be sent written notification stating the date, time and manner of accessing the Committee's meeting.
2.3	The Neighbours' Consultation Letter will state that, in the event that the matter is to be determined by a Committee, members of the public or a representative of the relevant Parish Council will be given an opportunity to speak if they have made a written representation.
2.4	Anyone who has made a written representation on an application, and the applicant/their agents, must notify the Council in advance that they wish to take advantage of the opportunity to speak at Committee. Anyone who wishes to do so must register with Democratic Services as early as possible but, in any event, no later than 5.00pm on the closest working day prior to the day of the meeting . For example, any person wishing to speak at a meeting scheduled to take place on a Wednesday must give notice no later than 5pm on the Tuesday before the meeting. Notice should be given by email to committee.services@tmbc.gov.uk Anyone seeking to register to speak after this time will be refused.

	<p>When registering to speak, every participant must indicate whether they wish to attend in person or attend remotely.</p> <p>Careful consideration should be given to appointing a single spokesperson to address the Committee in person on each application.</p>
2.5	<p>Anyone wishing to address the committee remotely is encouraged to provide a written copy of their statement, which may be read out in the event of a technical issue preventing the person connecting to the meeting.</p> <p>Whether or not written statements will be read out is at the discretion of the Chairman of the committee.</p>
2.6	<p>Potential speakers are encouraged to indicate (for the purposes of the Data Protection Act 2018 and/or any other relevant data protection legislation) if they agree to their contact details being shared with other representors to enable them to get in contact with each other and to encourage them to select a single spokesperson.</p>
3.	Procedure at Committee
3.1	<p>In the introduction to the meeting the Chairman will explain the composition of the top table and how the meeting will be conducted. The Chairman will also explain the need for speakers to only deal with planning matters and the need to guard against making defamatory statements. The Chairman will remind speakers that their face and voice may appear on the live stream, and the archived recording of the meeting</p>
3.2	<p>The Chairman will indicate the order in which items of business is to be dealt with, this will ordinarily be as on the Agenda, but is at the absolute discretion of the Chairman (on advice of officers where needed).</p>
3.3	<p>The Chairman will explain the speaking time limitations. Each speaker will be limited to 3 minutes for each application. Where there is more than one application for a site, for example an application for planning permission and listed building consent, the time allowed will be limited to 3 minutes for each application i.e. 6 minutes in total.</p>
3.4	<p>Where the Chairman has suggested at the Chairman's briefing that an initial officer presentation is required, that presentation will be the first step in consideration of the Committee item and will occur before the speakers are invited to speak.</p>

3.5	<p>The speakers shall be taken in the following order:</p> <p>The representative of the relevant Parish (where they have registered in advance to speak);</p> <p>Individual speakers will then be invited to come forward by the Chairman, by name.</p> <p>Finally, the applicant and/or their agent will then have an opportunity to address the committee where they have registered to do so in advance.</p>
3.6	<p>Committee Members will not be able to question speakers on any matter</p>
3.7	<p>At the conclusion of their representation, online speakers will be asked to turn off their video feed and mute their microphone. In person speakers will be asked to return to the seat.</p>
3.8	<p>At the conclusion of the public speaking, the Chairman will invite members of the public to leave the “Teams” meeting and watch the debate on the live stream to save bandwidth. Members will then debate the application.</p> <p>Members of the Committee will debate the matter as per the guidance on the conduct of meetings set out in agenda packs.</p>
3.9	<p>After Members have debated the item, Officers will answer questions, summarise the debate or clarify points, including any matters arising from the points raised by speakers, and to give any necessary professional advice before Members reach their decision.</p>
3.10	<p>If the case is deferred for a site inspection or for a further report speakers will be permitted to speak again at a subsequent meeting.</p>