



Broxtowe
Borough
COUNCIL

Public Speaking at the Planning Committee



Where do meetings take place?

Meetings are normally held at:

Council Chamber, Council Offices, Foster Avenue, Beeston.

Start time: 6pm

The meetings generally take place once a month with additional meetings in exceptional circumstances should they be required. For dates of the meetings please check the Council's website.

If you are chosen to speak at the Committee please arrive at 5.45pm, so that a Council officer can explain how the meeting works, where you need to sit and how to use the microphone. Applications will not be deferred or delayed in the event of late or non-attendance of speakers.

Specific times for the discussion of each application cannot be given. The planning agenda will set out the order of items to be discussed, but it should be noted that this is subject to change on the evening of the meeting.

How is the meeting conducted?

The Chair will open the meeting and announce each application. The Head of Planning and Economic Development or their appointed deputies will provide an overview of each application and planning officers may make introductory comments if requested. Public speakers will be heard before the Councillors debate the application. Each have three minutes to address the Committee. Ward members who are not members of the Committee may speak about applications and will be the first Councillors to speak, limited to a maximum of five minutes each. A vote will be taken and a decision made on the application. If the Committee defers a decision for a site visit or any other reason, public speakers will be permitted at the reconvened meeting.

Who can speak?

The opportunity to speak will be given to members of the public who have submitted written representations to an application and to the applicant who has submitted the application. The same opportunity will be given if an application is reported back to the Committee for a second time.

Only one person objecting and the applicant may speak, although this may be varied in exceptional circumstances as determined by the Head of Planning and Economic Development or their appointed deputies. If there are no objectors and the recommendation of officers is to approve the application, then the applicant may not speak. If the applicant chooses not to speak then their agent may speak on their behalf. If the applicant or their agent chooses not to speak then a supporter may request to speak.

Letters or e-mails will be sent seven days prior to the meeting to inform eligible people of their opportunity to speak at Committee.

If I wish to speak, how do I arrange it?

Those who are eligible to speak at the Committee must register by telephoning the Democratic Services Assistant (0115 917 3137) by 12 noon one clear working day prior to the Committee Meeting, (subject to Bank Holidays) or by 12 noon on the day before Committee if you are the applicant.

For example, a Wednesday Committee requires an objector or supporter to give notice by 12 noon on the Monday before the meeting and the applicant or their agent by 12 noon on the Tuesday before meeting. You will be advised of the date with the letter of invitation and this is also available on the Council's website.

How is the speaker selected?

If more than one person wishes to speak in objection to a particular application then the person living closest, or most likely to be affected by the development, will be allowed to speak. The Head of Planning and Economic Development or their appointed deputies will make that decision. Following the registration deadline, the Democratic Services Assistant will telephone all people who registered their interest to speak.

If you are not chosen to speak you may still email your concerns to the members of the Committee. A list of Planning Committee members, along with their email addresses can be found on our website.

How much time will I have to speak?

Speakers will be limited to a maximum of three minutes each, and may not otherwise participate in the Committee debate. Please note that this is a public meeting and it is broadcast live on the internet. Your name will also be recorded in the minutes.

What issues can I talk about?

Speakers should only raise issues related to planning matters relevant to the particular application and derogatory or disparaging statements should not be made. Please do not name people or discuss personal information. The Chair is entitled to stop a speaker if necessary. Advice can be obtained from the duty planner on what issues can be considered. Examples are given below.

Relevant Issues:

- Government planning guidance
- Local Plan policies
- Design, appearance, layout
- Loss of amenity - light, overshadowing, privacy
- Environmental impact
- Noise, disturbance, smells
- Highway safety
- Hours of operation

Issues Unlikely to be Relevant

- Matters covered by other legislation (e.g. alcohol licensing)
- Private property rights (boundary or access disputes)
- Loss of view
- Loss of value to a property
- Competition from a rival commercial or business operation
- Moral issues
- Personal details, such as impact on illness

Can I ask questions?

During the Committee meeting, speakers will not be able to ask questions of the Chair, Members of the Committee or Council Officers. At the discretion of the Chair, you may be asked questions to clarify issues.

Can I use visual aids in my presentation?

No visual aids will be permitted to supplement a presentation. The speaker may, however, refer to plans, photographs or other material already displayed at the meeting by the Council.

Who attends the Committee & what papers are available?

The Planning Committee comprises elected Councillors representing all parts of the Borough. Also present is a Democratic Services Assistant to take minutes, a Legal Officer and Planning Officers.

The reports recommending decisions on planning applications from the agenda papers for the meeting are available on the Council's website five working days before the Committee meeting.

Although the Council can exclude the public on certain items, for reasons of confidentiality, discussions on planning applications are almost always open for the public to attend and listen to.

Contacts

For further information and advice on issues which can be raised at the Committee meeting contact the Council and ask to speak to the Duty Planner: 0115 917 3447 (10.30 to 12.30 - weekdays only).

To register your desire to speak contact Democratic Services Assistant: 0115 917 3137

This document is available in large print upon request.



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