

## **WARBOYS PARISH COUNCIL**

### **SPEAKING AT PLANNING COMMITTEE**

**You can make your views known to the Parish Council's Planning Committee about a planning application if you –**

- **represent an interested body**
- **are the applicant or agent**
- **object to or support the application**

**How you can speak at Committee meetings is explained in this leaflet.**

### **How do I know what is on the agenda?**

Agenda for meetings of the Council and Committees are displayed at least 5 days before the meeting on the notice boards in High Street and Humberdale Way. An agenda together with all of the reports to be considered at the meeting is also placed in the Library.

Planning applications are considered by the Planning Committee at the next meeting following their receipt from the District and County Councils. If in doubt about whether an application is going to be considered, you can ring the Clerk on 01487 823562 to ask for more details.

### **When and where are meetings held?**

Meetings of the Planning Committee are normally held on the second Monday of every month (including August). They follow meetings of the full Council that start at 7.00 p.m. which means that the Planning Committee will not usually begin before 8.30 p.m.

The meetings are held in the Meeting Room at the Parish Centre, High Street, Warboys (next to the car park) and are open to the public.

### **What is the role of the Parish Council?**

The Parish Council is a consultee with regard to planning applications. It does not decide whether to grant or refuse applications itself. It must be consulted by Huntingdonshire District Council and Cambridgeshire County Council on any applications for planning permission that are submitted to those authorities.

Most applications are dealt with by the District and only minerals and waste applications by the County.

The Parish Council has 21 days in which to comment on an application once it has been notified by the District or County Councils.

### **How are the public consulted?**

The District and County Councils will normally notify neighbours who they think may be affected by a planning application. A site notice will usually also be posted at the location in question.

You can also find out more information from their websites and by telephoning the District on 01480 388388 and the County on 0345 045 5200.

### **How can I comment on an application?**

You can do so in writing to the Clerk at 2 Blenheim Close, Warboys, PE28 2XF if you would like the Planning Committee to be aware of your views. Letters must be received by the Clerk before 6.00 p.m. on the day of the meeting but you can hand them in at the meeting if you are attending. The letters will be read to Committee Members at the meeting.

### **How do I register to speak?**

You don't need to register in advance to speak at Parish Council Planning Committee meetings and you can speak even if you have not submitted comments in writing before the meeting starts.

At the beginning of the meeting, the Chairman will ask those members of the public who are present whether they wish to speak on an application and to give their name and address, the application that they wish to speak on and the nature of their interest, e.g. as an applicant, agent, neighbour, etc.

To be able to speak, you must be materially affected by the application. The ruling of the Chairman as to who shall be permitted to speak shall be final.

### **How much time is allocated to speak?**

15 minutes of time is allocated for public speaking on each planning application. No person will be permitted to speak for more than 3 minutes.

Where more people have indicated that they wish to speak than the time permits, the Chairman will ascertain who wishes to speak for and against an application. If the applicant is present and wishes to speak, he or she will be permitted to speak for 3 minutes. The remainder of the time will be divided between those persons who wish to support an application and those who wish to object to it. If more people wish to speak than is possible within the time available, preference will be given to anyone who has commented in writing to the Clerk before the meeting. The Chairman will then invite those persons to agree upon the best use of time available to them, either by subdividing the time between them or agreeing upon a smaller number of persons who will speak on behalf of others.

### **What is the order for speaking?**

After an application has been introduced by the Chairman or the Clerk, the Clerk will read any letters received in support of or objecting to the application. Members of the public (including any Councillors with an interest who have obtained a

dispensation to speak) will then be invited to speak for the time allocated before the Committee discusses the application.

Those who wish to speak in support of an application will be invited to speak first, followed by those who wish to object. The applicant will speak last, unless he or she wishes to speak earlier

You cannot ask questions of Members of the Committee and you cannot speak again once the Committee has begun to discuss the application.

### **What can I say?**

Remember to be brief – 3 minutes is not long. You should focus on the relevant planning issues. The effects of the proposed development in terms of highway safety, traffic considerations, layout and design, visual impact, drainage, noise, smell and disturbance are all relevant planning considerations.

Land ownership issues, property values and the individual motives of developers cannot be taken into consideration. Speakers should avoid making statements that could be regarded as slanderous and libellous and will be stopped from speaking by the Chairman if he considers that such statements are being made.

the District on 01480 388388 and the  
County on 01223 717111.