

NOTES ON PROCEDURE FOR PUBLIC SPEAKING AT DEVELOPMENT CONTROL COMMITTEE MEETINGS

Introduction

The following notes are designed to help you to decide if you are eligible to speak at Committee and if so how to go about it, should you wish to do so (please note some 85% of all applications are dealt with under delegated powers and are not reported to Committee).

The Meetings

The Development Control Committee is normally held at the Civic Offices Angel Street, Bridgend, CF31 4WB every fourth Thursday. The applications that are to be discussed at Committee are set out on a report which is available beforehand. You are advised to arrive no later than 20 minutes before the meeting which starts at 2pm. A clerk will advise on seating and answer any other queries. **Speakers should advise the Council in advance if they have any special needs.**

Are you eligible?

You should be one of the following:-

- A County Borough Councillor not on the Development Control Committee within whose ward the application is situated, or a Cabinet Member;
- An objector against the application or their representative who has submitted an objection in writing detailing your concerns (an 'anonymous' objector would not qualify);
- A representative of a Town or Community Council;
- The applicant or their agent/advisor (if an objector or a Town or Community Council or a County Borough Councillor not on Committee speaks against your proposal)

How do I go about it?

It is your responsibility to check whether the application is to be considered by Committee by contacting the Case Officer. You can ring the Department to ascertain the date of the Committee meeting at which the application is due to be considered, please telephone (01656) 643155 or check 'milestones' on the application search of the planning page of the Council website or I will endeavour to notify you when the application you are interested in is to be reported to Committee. Whilst notification letters are sent out 6 days before committee, I am unable to guarantee the postal service. Please note that you will only have a short period in which to decide if you want to speak.

When can I see the Officer's report?

The report is available for public inspection from the Monday before the meeting at the Civic Offices, Angel Street, Bridgend or on the planning web page accessible via www.bridgend.gov.uk

How can I register my desire to speak?

If you wish to speak you should write to the Development Department as soon as possible and no later than **four clear working days** before the date of the Committee meeting including details of a day time telephone number. You also must confirm between 8.30am and 10.00am on the day of Committee that you still intend to speak or no longer wish to speak by phoning the Cabinet and Committee Officer on (01656) 643148.

How is the speaking organised?

Where more than one objector registers to speak, they will be encouraged to appoint a spokesperson, only one objector can speak per application. This could be a representative of the relevant Town or Community Council or County Borough Councillor not on Committee. Where no agreement can be reached by the objectors the Chairman will allot the time to the first person to register. The County Borough Councillor not on Committee speaks first and the objector speaks next.

How will the scheme work for Applicants/Agents?

Once it is known that an objector has registered to speak against an application the applicant or agent will be notified by the Development Department. If the applicant or agent wish to exercise the right of reply they must notify the cabinet and committee officer on tel (01656) 643148 between 10.00am - 10.30am the day of committee.

Time will be allowed for speaking immediately after the objector and Town/Community Council representative/ County Borough Councillor not on Committee or Cabinet Member has spoken. No guarantee will be given that an application will be determined at any particular Committee nor that an objector will actually speak, in which event the applicant or agent will not be able to speak.

How the scheme will work for Town and Community Councils?

Town and Community Councils will continue to be notified as at present of the receipt of all planning applications in their area. If the Town/Community Council resolve to object to any application and notify the Development Department as above, they will be entitled to address the Development Control Committee.

How long can I speak?

Objector, Applicant, Agent or County Borough Councillor not on Committee or Cabinet Member -**Up to three minutes maximum.** This limit will be strictly observed.

Extraordinary Applications

In the case of extraordinary applications Committee will consider whether public speaking rights need to be extended. If Committee agree objectors and applicants will each have up to a maximum of 10 minutes to address Committee. This time can be shared amongst different objectors or representatives on behalf of the applicant. County Borough Councillors not on Committee and the representatives of a Town/Community Council will continue to have 3 minutes to address Committee.

What can be said at Committee?

- Comments should be limited to relevant Planning issues already raised in the written representations or application. These may include:-
 - Planning policies, including those in the Development Plan;
 - Appearance and character of development, layout and density;
 - Traffic generation, highway safety and parking;
 - Overshadowing, overlooking, noise disturbance or other loss of amenity.
- Matters that cannot be considered by Committee include:-
 - Boundary disputes, covenants and other property rights;
 - Personal remarks (eg. The applicant's motives);
 - Rights to a view or potential devaluation of property.

The presentation of plans, drawings or other visual aids, the taking of photographs or the use of voice recording equipment will not be permitted. Speakers may not ask questions of others at the meeting, nor will others be allowed to ask questions of them unless the Chairman wishes to seek clarification.

Speakers can ask for plans/documents submitted with the application and for O.S. plans to be displayed but facilitating such requests will use up part of their speaking time.

Who else can speak?

Officers of the Council - to present report recommendation and provide advice.

Members of the Committee - to consider and reach decision.

When is the decision made?

Usually immediately after the discussion by a majority vote of the Committee Members. Sometimes a decision will be deferred for further information, revised plans or a Members' site visit. Deferred cases are normally brought back to the following meeting and if you wish to speak again, or someone else wishes to speak, then you will need to follow the above procedure. Please be aware that the Members have to balance different factors and come to an objective decision based on planning considerations. If they refuse an application contrary to the Officer's recommendation, they will need to be able to support that decision on appeal.

Can I appeal against the decision?

Only if you are the applicant.

What happens after the Committee?

The Committee's decision and the reasons for it will be confirmed to applicants and objectors in writing. Normally applicants (or their agents) will be notified of the decision within three working days, and objectors shortly afterwards.

What happens once a decision is made?

Persons who have written to the Council will be notified of the outcome in writing. If the applicant was not determined the way you would have wished, try to understand how it was looked at by the Council. The Development Control service is committed to best practice and encourages feedback from customers.

Louise Fradd
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