

**RUTLAND COUNTY COUNCIL
PLANNING COMMITTEE MEETINGS
PUBLIC SPEAKING SCHEME**

The scheme gives the opportunity for a member of the public and other parties identified below to speak to the Council's elected Councillors when they are deciding a planning application.

TO WHICH MEETINGS DOES THIS SCHEME APPLY?

This scheme applies to all meetings of the Planning Committee and to meetings of Full Council when a planning application is considered. Planning Committee meetings are normally held every 4 weeks in the Council Chamber at the Council Offices, Catmose, Oakham, beginning at 7.00 pm.

WHO CAN SPEAK?

1. One member of the public who wishes to comment on or to speak for the recommendation;
2. One member of the public who wishes to comment on or to speak against the recommendation;
3. One Parish (or Town) Council or Parish Meeting representative;
4. All RCC Councillors for the ward where the development is situated ("ward member"). A ward member with a prejudicial interest in the matter may only attend for the purpose of public speaking and must leave the meeting as soon as they have spoken;
5. The applicant, his agent or representative.

No speaker (with the exception of ward members) may speak for more than 3 minutes and related applications are treated as one for these purposes. Speakers may be questioned at the meeting by Members of the Committee, but any public speaker may not question other speakers, Councillors or Officers. Speakers are not permitted to introduce any photograph, drawing or written material as part of their public speaking.

Public speaking on any matter is only allowed at one Planning Committee meeting. There will be no further public speaking at any second or subsequent meeting unless officers advise that there has been a significant change in planning circumstances since the first meeting.

Please note that there is a 30 minute time limit on public speaking at Planning Committee (including questions to speakers from Members of the Committee).

HOW CAN I FIND OUT WHEN A MATTER WILL BE CONSIDERED?

In addition to the publication of Agendas with written reports, the dates and times of the Planning Committee meetings are shown on the Council's [website](#). It should be noted that some applications may be withdrawn by the applicant at short notice and others may be deferred because of new information or for procedural reasons. This means that deferral takes place during the Planning Committee meeting and you will not be able to speak at that meeting, but will be able to do so at the meeting when the application is reconsidered by the Planning Committee.

DO I HAVE TO ATTEND THE PLANNING COMMITTEE MEETING TO MAKE THE COMMITTEE AWARE OF MY VIEWS?

No. If you have made written representations, their substance will be taken into account and the Committee report, which is available to all Councillors, will contain a summary of the representations received.

HOW DO I ARRANGE TO SPEAK AT THE MEETING?

You can:-

Telephone the Governance Team (01572 720991) during normal working hours on any weekday after the reports and agenda have been published,

OR

Send an email to Governance@rutland.gov.uk

OR

On the day of the Planning Committee meeting, you can arrive in the Council Chamber at least 15 minutes before the beginning of the meeting (meetings normally begin at 7.00pm) and speak to the Committee Clerk, who will ask those present if they wish to participate in public speaking.

If more than one person wants to speak who is eligible under a particular category (e.g. a member of the public within the description set out in numbered paragraph 1 and 2 above), the right to speak will be on a "first come, first served" basis.

WHAT WILL HAPPEN WHEN THE MATTER CONCERNED IS CONSIDERED?

- Planning Officer introduces the report;
- Public speaking takes place in the order set out above under the heading "Who Can Speak?"
- Members of the Committee can ask questions of any public speaker;
- Planning Officer will present the full report;
- Committee Members will debate the merits of the application and once a motion has been moved and seconded proceed to a vote.

Normally, the Committee then determines the matter, but sometimes the Councillors decide to defer determination, for instance to seek further information about a particular planning issue.

WHAT SHOULD I SAY AT THE MEETING?

Please be straightforward and concise and try to keep your comments to planning matters which are directly relevant to the application or matter concerned. Planning matters may include things such as planning policy, previous decisions of the Council on the same site or in similar circumstances, design, appearance, layout, effects on amenity, overlooking, loss of light, overshadowing, loss of privacy, noise or smell nuisance, impact on trees, listed buildings or highway safety.

The following are not relevant planning matters, namely the effect of the development on property values, loss of view, personality or motive of the applicant, covenants, private rights or easements and boundary or access disputes.

You may wish to come to the meeting with a written statement of exactly what you want to say or read out, having checked beforehand that it will not overrun the 3 minutes allowed.

The Planning and Licensing Committee takes place in public so please be courteous and polite as you would at any similar public place. Any remarks should relate to the subject matter only and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures.

Use of inappropriate, offensive or aggressive language and/or behaviour will not be tolerated. Should unacceptable behaviour persist, the Chairman reserves the right to order that the speaker leave the meeting.

WHO DO I CONTACT FOR MORE INFORMATION?

The Council's website will help you and you can also contact the relevant planning officer for the matter. The name of the Officer is on the acknowledgement of the application or in the correspondence we have sent you.

Rutland County Council,
Council Offices, Catmose, Oakham, Rutland LE15 6HP
Tel: 01572 758400
Email: planning@rutland.gov.uk Web: www.rutland.gov.uk

It always helps to save time if you can quote the planning application reference number.