

Public Speaking at Hybrid Planning Committee

What is the Planning Committee?

Most planning applications are determined by officers under “delegated” powers. However, the Committee determines significant or controversial applications. Members can “call in” an application for determination by Committee.

The Planning Committee comprises 12 elected Members.

The officers prepare a written report on all applications that are reported to Planning Committee. This report is an assessment of the proposal and all material considerations relating to the case. Material considerations include all letters sent in opposition or support. Meetings are attended by officers who present items and provide advice.

Members of the public have the opportunity to speak at Committee to state their views, either supporting or opposing specific proposals.

How do I know if the application I am interested in is going to Committee?

All ‘interested parties’ are advised when an application is going to Planning Committee, at least a week before the committee meeting. The interested parties will be the applicant or their agent and all people who have made written representations about the proposal. The agenda for the meeting is published on the Council’s website five clear working days before the meeting takes place.

How do I arrange to speak at the Planning Committee?

If you would like to register to speak, please contact Democratic Services on 01609 767015 or 767016 or email committeservices@hambleton.gov.uk. You must register to speak no later than 24 hours prior to the meeting.

Before you register to speak, please read the information about attending virtual meetings on www.hambleton.gov.uk. If you do not have access to the internet please contact Democratic Services on 01609 767015 or 767016.

How many people may speak about an application?

The following categories of people may speak on planning applications at the Planning Committee:-

- Representatives of Parish/Town Councils
- Objectors to the proposal
- Applicant/Agent or Supporter

If more than one person wishes to speak then those people must decide who will represent them. If they cannot agree then only the first person to register will be allowed to speak.

Applicants/agents should not introduce new information, verbally amend the application or attempt to negotiate with the Committee. Such action would lead to a deferral of the application to allow for proper consideration, or the application being considered on its original merits.

You are not allowed to ask questions directly of officers, Councillors or other speakers.

Submission of additional information for the Committee’s consideration

If you wish to submit any additional information for consideration by the Committee, this must be submitted to the Planning Officer no later than 24 hours before the meeting takes place. This information will be included on an update list which will be circulated to the Committee and will also be available to view on the Council’s website. Any additional information should be emailed to planning@hambleton.gov.uk as well as the case officer.

What are the options for public participation at a hybrid Planning Committee?

Participation online via Microsoft Teams:

To participate in the meeting via Microsoft Teams you must:

1. Have registered your intent to do so with Democratic Services at least 24 hours prior to the meeting.
2. Have access to a laptop or desktop computer running Windows 7 and later or macOS X 10.1 and later which has a camera and a microphone (the use of a headset is recommended).
3. Have downloaded the Microsoft Teams desktop App onto the laptop or desktop you are going to use to participate in the meeting.

IT technical advice and guidance can be provided by the Council during working hours, but this needs to be requested at the time of registration

Live participation in meetings by phone:

You will be provided with a telephone number to call so that you can make your speech live during the meeting. You will need to provide us with the phone number that you intend to use to access the meeting.

Written submission to be read at the meeting:

If you do not wish to be heard on a live broadcast, or do not have the technology to be able to participate, you can ask for an officer to read your submission during the live broadcast in the public participation slot.

Attending the meeting at the Civic Centre:

Due to current social distancing restrictions, measures have been implemented which limit the number of attendees able to be physically present in the meeting at any one time. Temporary arrangements are in place for members of the public to register in advance if they consider that they need to physically attend a meeting. If you wish to attend the meeting, you are requested to register your intent no later than 24 hours before the meeting takes place. Spaces available are allocated on a first come first served basis and if you have not registered in advance access to the meeting cannot be guaranteed.

How long will I be able to speak for?

We allow three minutes each for the Town/Parish Council representative; applicant/agent or supporter and an objector to an application. For certain large scale proposals, ten minutes is allowed. Speeches are timed and the Chairman will indicate when the time is up.

What will happen at the Committee?

The Committee will normally consider applications in the order in which they appear on the agenda. A planning officer introduces the application, outlining the scheme and reporting any late information that has been received.

The Chairman will then invite the registered person to speak for three minutes to outline his/her views. This time limit will be strictly enforced. Once your three minutes is complete you will not be able to make any further statement or ask questions.

Further information

For further information regarding the Planning Committee, please contact Democratic Services on 01609 767015/767016 or email committeeservices@hambleton.gov.uk