

***Orton
Waterville
Parish Council***

PLANNING COMMITTEE

PROCEDURES

October 2010

Adopted by Orton Waterville Parish Council at the meeting on 20th October 2010

PLANNING APPLICATIONS

1. Members of the public can speak at meetings of the Planning Committee which is considering any planning application under the following conditions.

(a) Any Ward Councillor, Parish Councillor or member of the public who wish to address the Committee on any planning application being discussed by the Committee, must register with the Clerk by 12 noon on the day before the meeting.

(b) The following procedure will apply for each item.

- (i) The Chairman will introduce the item.
- (ii) Ward Councillors and Parish Councillors representations.
- (iii) Members of the Committee questions to Ward Councillors and Parish Councillors.
- (iv) Objectors representations.
- (v) Members' questions to objectors.
- (vi) The applicant, agent and supporters representations.
- (vii) Members' questions to the applicant, agent and supporters.
- (viii) Members will debate the application.
- (ix) Members will reach a decision.

NOTE: The Parish Council cannot determine the planning application – that is the responsibility of the Local Planning Authority. The decision will be on how to respond to the Consultation from the Planning Authority.

2. The time allowed for speeches from each person will not be more than five minutes. The total time for speeches will not exceed 30 minutes unless the Committee decides on the day of the meeting to extend the time allowed due to unusual or exceptional circumstances.

3. If more than one objector or supporter wants to speak, the Chairman may ask the supports and objectors to appoint a spokesperson to represent their views.

The time allowed for speeches from Ward Councillors and Parish Councillors will not be more than five minutes (the same as the members of public) unless the Committee decides on the day of the meeting to extend the time allowed due to unusual or exceptional circumstances.

4. The Chairman may:

- (a) suspend the public's right to speak if he or she considers it necessary to maintain order at the meeting: or
- (b) vary the order of representation if he or she feels that it is convenient and will assist the Committee in dealing with the matter provided it will not cause any prejudice to the parties concerned.

In lieu of speaking, Ward Councillors, Parish Councillors and members of the public may submit representations in writing for consideration by the Committee. Written representations will be reported to the Committee and circulated on the day of the meeting.

Written representations may be read out at the Committee (at the discretion of the Chairman) provided that the written representation is no more than 300 words and provided that there is sufficient time following speeches.