

## **INTRODUCTION**

Chesterfield Borough Council is committed to public involvement in the planning process. The Council currently consults local residents and businesses on planning applications by individual consultation letter, site notices and by advertising the application in the press. Any comments received are then taken into account when dealing with planning and other applications.

Planning Committee decides the more complex, controversial and major applications. Members of the public and applicants are allowed to address the Committee on applications being considered by it.

This leaflet explains the issues and procedures which you need to be aware of if you wish to speak at Planning Committee.

### **Can I speak to the Committee?**

When an application is being reported to Planning Committee you can speak at the meeting if you have written to the Council objecting to or supporting the application. To do so you must make your request to speak in writing or by email received by Planning Services before 17:00 hours, two working days before the meeting. You can nominate someone to speak on your behalf. There is a limit on the number of objectors or supporters (including the applicant) who can speak at Planning Committee and this is normally restricted to two from each side. If you are one of a number of people who have requested the opportunity to speak at committee you will be informed of details of the others where appropriate so that you can, between yourselves, decide on spokespersons.

A decision on an application will not be held up if any person who had given notice to speak is

unable to attend the meeting or is not present when the application is dealt with.

### **What can I speak about**

The Planning Committee can only take account of "material considerations" when deciding planning applications. Examples of these are the planning policies in the Chesterfield Borough Local Plan, government planning advice and policy, the impact on residential amenity, highway safety and traffic, noise and disturbance, smell, design and external appearance, layout, the impact on Listed Buildings, Conservation Areas and trees etc. The Committee cannot take into account non-planning issues such as private property rights, covenants, disagreements between neighbours, competition, moral issues and effect on property value.

If you need advice on which issues are relevant in deciding planning applications then please contact one of the Planning Officers in the Council's Development Management Section (see list on back page).

Speakers may make oral comments only since provision exists for submitting written comments prior to the meeting. Whether as objector or applicant you should not hand out any documents such as plans or photographs at the meeting as you will have been given the chance to do this during the application consultation period. You will not be allowed to display models.

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

As an objector or a supporter you will be informed of the Committee date and time and the arrangements for the meeting and public speaking as soon as they are known. The letter will ask you to confirm whether you intend to attend the meeting to speak or just observe so that officers

can ensure the room is of adequate size to accommodate all parties.

If you are one of a number of people who have made representations and requested to speak, you will only be informed of the names and addresses of the others so that you can, between yourselves, appoint a spokesperson if appropriate.

If you are an applicant you will be informed of the Committee date and time together with any request from objectors or supporters to speak at Committee so that you can decide whether or not to reply.

When agendas include a number of items which can be expected to take time to consider, invitations to attend the meeting after the start will be given to avoid unnecessary waiting.

Planning Committee meets on a 3 weekly cycle, normally on a Monday at 13.00 in Committee Room One, at the Town Hall. You should normally arrive by 12.55 p.m. and contact the Committee Clerk who will be present and who will advise you of the arrangements.

### **How long will I be able to speak for?**

Each speaker will normally be allowed a maximum of 3 minutes and this will be controlled by the chair of the committee. If you take longer than 3 minutes then you will be asked to draw your comments to an end. There will be occasions however when longer than 3 minutes is deemed necessary, however this will have been agreed by the chair before the meeting.

### **When Can I Speak?**

Planning Applications are considered just after the meeting commences. The Chair will have informed the meeting regarding protocols which

need to be observed and will introduce each planning application. A planning officer will summarise the key issues and advise Committee of any late information. You will then be invited to speak to the Committee by the chairperson. You will not be able to ask Councillors any questions or join in the discussion after you have spoken. You may be asked questions by the Committee or an Officer to clarify any matters you have raised. An objector cannot ask questions of the applicant nor vice versa. Applicants, objectors/supporters will not be allowed to cross-examine or negotiate with each other at the Committee meeting. When all of the speakers have been heard, the Committee will debate the application and make a decision. The public cannot take part in the discussion. The Committee's decision is final (subject to an applicant's right of appeal).

Applications where public speaking has been arranged are normally brought forward in the agenda and considered before those where no speaking has been arranged.

The order of speaking is at the Chair's discretion but will usually be objectors followed by supporters followed by the applicant or agent.

## Disability Access to Committee

The Town Hall is accessible to wheelchair users. There is a ramped access at the east entrance on Rose Hill from where a lift can be taken to the first floor where the Committee rooms are located. The room where the meeting will be held has a fitted induction loop. There is also a lift if the meeting is held in the Council chamber.

## Access to the English Language

Where English is not your first language you may arrange for a representative to speak for you or

you may request an interpreter (including sign language). Please contact the officer referred to in the correspondence about speaking at Committee in advance of the Planning Committee meeting to make the necessary arrangements.

## Understanding the Planning System

If you would like the Planning System explained to you more fully we are happy to arrange this. Please contact the officer referred to in the correspondence about speaking at Committee in advance to arrange an appointment.

## Feedback

The council wants to find out whether this procedure works for you and would be grateful for your feedback. Please let us have your comments on your experience of speaking at committee.

## Development Management Staff

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Are we accessible to you? If not, ask us

zy latwo jest skontaktowac sie z nami?  
Jezeli nie, powiedz nam o tym!  
Siamo accessibili nei vostri riguardi?  
In caso contrario rivolgetevi a noi

کیا ہم تک آپ کی رسائی ہے؟  
اگر نہیں تو ہمیں بتائیے!

你可覺得易於與我們接觸？  
若不能的話，請提出要求

## PLANNING APPLICATIONS



**YOUR VIEW  
YOUR  
VOICE**

**SPEAKING AT PLANNING  
COMMITTEE**