

Planning Service  
Development Management  
Economic Growth  
Chesterfield Borough Council  
Town Hall  
Rose Hill  
Chesterfield, S40 1LP

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Direct Line - 01246 959669

Our ref: CHE/xx/xxxxx/xxx

Date: xx xx xxxx

Name – xxxxx  
Address – xxxxx  
E mail – xxxxx

Dear xxxxxxx

**CHE/xx/xxxxx/xxx – TITLE of PROPOSAL, ADDRESS and APPLICANT.**

I refer to your representations concerning the above application. The application will be considered at the meeting of Planning Committee on xxxxxxxx at 13:00.

On 7 May, 2021 the opportunity to hold virtual planning committees under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came to an end. As a result, all participants in meetings held under the Local Government Act 1972 must now attend in person. This includes councillors who are members of Planning Committee and those registered to speak (members of the public, applicants or agents).

The procedures for Planning Committee are set out in a guidance notice available on the Councils website. Planning Committee is a meeting held in public rather than a public meeting. The committee visits sites where necessary. The intention is to visit this site at xxxx hrs on xx/xx/xxxx. I would be grateful if you would confirm that access to your property will be made available should the committee see it necessary to see the site from your property.

The opportunity for public speaking at Planning Committee is also available. You are strongly advised to read the attached leaflet. This is also available on the Council website.

I would be grateful if you could confirm to me whether you intend to attend the committee meeting, whether as a speaker or as observer. We ask this as there are limitations on room capacity to ensure compliance with safety and risk assessment measures.

The report considering the application is available to view on the Councils website at [www.chesterfield.gov.uk](http://www.chesterfield.gov.uk). The report can be found under Council Services tab – Your Council – Council and Democracy - Committee details - meetings. The report recommends that the Council should **xxxxx** the application.

If you have any comments to make on the report you will need to send them by post or email to reach me before the meeting. Any comments you make will be taken into consideration when the decision on the application is made.

If you wish to address the committee under the speaking at committee procedures then you need to inform either me or Democratic Services by 17:00 on Thursday **xxxxxxx**. This is so that the necessary arrangements can be made. It is also recommended that you provide a copy of your representations before 10:30am on the day of the meeting in case you cannot attend the meeting due to any unforeseen reason.

You will need to check with the planning department or the Councils website after **xxxxxxx** to find out the decision which has been taken by the local planning authority on this application.

If you have any questions on this matter do not hesitate to contact me.

Yours sincerely



Paul Staniforth  
Development Management & Conservation Manager

Enclosure – Public Speaking at Planning Committee Meetings “My View, My Voice”