

EXTRACT FROM THE PUBLIC SPEAKING PROCEDURE RULES

SCHEME FOR PUBLIC SPEAKING AT DEVELOPMENT MANAGEMENT COMMITTEE

6. Requirement to give Advance Notice

- 6.1 Those who wish to speak to the Development Management Committee on a planning application, must register by contacting the Head of Democracy and Community or the meeting administrator in writing by email or post no earlier than five working days before the Committee meeting (usually from 9am on the Wednesday, a week preceding the meeting) and no later than 5pm on the last working day before the relevant meeting (usually the Tuesday immediately before the meeting).

7. Content of Advance Notice

- 7.1 The meeting administrator must be informed of:

- The application on which it is proposed to speak
- The full name, address and telephone number of the proposed speaker
- Whether the speaker is in favour or against the application
- Whether the speaker represents anyone else
- Whether the speaker wishes their details to be passed on to any other caller with a similar view.

- 7.2 A member of the public will only be able to speak once this information is properly registered. Speaking to a Planning Officer or telephoning the Council will not be sufficient to register a wish to speak to the Committee. All requests to speak must be made in writing direct to the Meeting Administrator.

8. Eligibility to Speak

- 8.1 The procedure allows for ~~one person only~~ **two people** to speak against the recommendation and ~~one only~~ **two people** in support (an exception is set out in para 8.2). ~~To qualify to speak, the person~~ **Speakers** must have already submitted written comments on the planning application and these must have been received by the Council by the publicised closing date for comments. Requests to speak will be dealt with on a “first come, first served” basis. Therefore, if someone has already asked to speak, and someone else wishes to do likewise, they will not be able to do so. Provided that ~~the person~~s registered to speak gives their consent, further requests to speak will be passed on, to facilitate a joint case to be made in appropriate circumstances.

- 8.2 In the case of a major planning application (as determined by the Chairman of the Development Management Committee in consultation with the Head of Planning or Executive Director) where there is expected to be a high level of public interest and the decision is expected to have a significant impact on the Borough as whole, a maximum of seven public speakers may speak against the recommendation and a maximum of seven public speakers in support. Speakers must have already submitted written comments on the planning application, and these must have been received by the Council by the publicised closing date for comments.

8.3 In the case of a major planning application (as set out in para. 8.2 above), the Chairman of the Development Management Committee in consultation with the Head of Planning or Executive Director is delegated authority to decide the appropriate number of speakers up to the maximum (seven), and to determine which speakers are chosen from amongst those who have applied where there are more than the agreed maximum, to ensure a representative range of views are presented. There should be overall balance in the time allocated to those speaking for and those speaking against the application.

8.4 A person will only be allowed to speak if the planning application to which they refer is scheduled to be determined at that particular meeting of the Development Management Committee. The opportunity to speak does not apply to any other matters that might be on the Committee agenda.

8.5 With the exception of planning applicants or their agents, all requests to speak will only be accepted from local government electors for the Borough of Rushmoor and *bona fide* representatives of groups and organisations working or represented locally and recognised as such by the Council.

8.6 A person who is eligible to speak to the Development Management Committee may nominate in writing a representative to speak on their behalf when registering their request to speak. However, the nominated representative must only speak to expand and explain the eligible speaker's previously submitted written objections or representations.

9. **At the Meeting**

9.1 Speakers will be advised to read the officer's report on the application before deciding to make representations to the Committee, so that they understand what is being proposed. The report is available on the Council's website and at the Council Offices at least five clear working days before the meeting. It is also recommended that the speaker checks with the meeting administrator before the Committee meeting as to whether any late amendments to the application have been made.

9.2 Once registered, speakers must make themselves known to one of the meeting administrators at least fifteen minutes before the start of the meeting so that their attendance can be recorded. Meetings usually start at 7pm. Speakers arriving late after the meeting has started will not be allowed to speak.

9.3 **Each person speaking to the Committee will be allowed a maximum period of three minutes in which to speak.** The speaker may not ask questions nor will they be questioned, unless the Chairman considers that there are matters which are not raised in the officer's report. If the speaker represents others, apart from their household, they will need to bring with them documentary evidence that these people have agreed to representations being made on their behalf. This may take the form of a signed letter or other similar authorisation. This must be given to the meeting administrator before the meeting starts.

9.4 The three-minute time limit will not be exceeded, and all speakers must stop when requested to do so by the Chairman.

- 9.5 No material, including plans, photographs, letters or statements can be handed to the Committee Members at, or just before, the Committee meeting. All requests to hand out or circulate material will be **refused** in accordance with the Council's adopted policy on "Late Representations".
- 9.6 Public speaking will take place as each individual planning application is presented for determination. The order of speaking at the Committee is as follows:
- The Planning Officer will present the application and add any further relevant information.
 - The Chairman will call the registered person expressing objections to the planning application to come forward to speak for a maximum of three minutes. The person will then return to the public gallery.
 - The Chairman will then call the registered person expressing support for the planning application to come forward to speak for a maximum of three minutes. The person will return to the public gallery.
 - The Planning Officer will comment on any factual matters raised by either speaker.
 - Members of the Development Management Committee will then debate the application and ask questions of officers in the usual way and reach a decision without further direct public involvement.
- 9.7 If the application is deferred without discussion then no public speaking will take place. If a decision on the application upon which speakers have made representations is deferred after discussion and debate, the speakers will not have an automatic right to speak at the next Development Management Committee meeting at which it is considered. Instead the speaker must register again.
- 9.8 In the event of any dispute over these procedures, the Chairman's decision is final.