

## **How to have your say at planning meetings**

### **Members of the public have the right to speak at Cherwell District Council planning meetings. This leaflet explains how.**

The Planning Committee consider certain applications for planning permission. Members of the public may speak on applications considered at a meeting of the planning committee.

This gives you an opportunity to give your views in person to the committee. The committee will continue to take account of letters of support or objection.

The opportunity to speak is available to applicants, objectors, agents, local residents, town/parish councils' representatives and any other person with an interest in a certain application. Public speaking only applies to applications which are put forward to the committee, not applications that are dealt with by Planning Officers.

### **When and where does the planning committee meet?**

All committee meetings are held in the Council Chamber at Cherwell District Council Office, Bodicote House, Bodicote OX5 4AA.

The planning committee meets every 3 weeks at 4pm on a Thursday, a full calendar of meetings can be found on our website: [www.cherwell.gov.uk](http://www.cherwell.gov.uk), you can also watch a meeting as they are webcast live on the internet.

### **Who can speak?**

Applicants (people applying for planning permission) and their agents, parish/town council representatives and any person or group who has made written representations on the application.

### **Which planning applications can I speak on?**

Any planning application for approval or consent that you have applied for or made a written representation on as part of the planning consultation process. You cannot speak on legal or enforcement action when the committee is considering whether to take legal action.

### **How do I arrange to speak at a meeting?**

If you want to speak on an application you will need to contact Democratic Services in writing by post or email no later than 12 noon on the last working day before the meeting. You must indicate the application you wish to speak about, your name and email address or telephone number.

Letters should be addressed to Democratic Services, Bodicote House, Bodicote Banbury OX15 4AA and emails sent to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk)

On the last working day before the Committee meeting when the deadline to register has passed Democratic Services will confirm with speakers how long they have to speak. As both sides must be given the opportunity to speak for the same time period, any requests to speak received after midday on the last working day before the Committee meeting will not be accepted.

### **When will the application be considered?**

Applications will usually be considered in the order in which they appear on the agenda of the meeting. However the Chairman has the discretion to change the order in which applications are considered if it is convenient to the despatch of business. Members of the public are advised to contact Democratic Service on the day of the meeting who can advise if the order has been changed.

However, the application may be delayed until another meeting if further information, negotiations or a site visit is needed, whether before or after public speaking. If this happens then public speakers are not required to register again.

### **What is the procedure for speaking?**

One of the planning officers will present the application referring to the report in the agenda. The report will include a planning officer's recommendation as to whether it should be approved or refused. Following the Officer's report the Ward Member and any members of the Committee who have a prejudicial interest will have the opportunity to speak. The following groups of speakers will be introduced and invited to speak by the Chairman of the meeting:

People who have registered to speak will be introduced by the Chairman in order of objectors and supporters with the applicant always speaking last. The planning Officer will then clarify any planning points in the speakers' statement, relevant to the planning application. The Committee will debate the application and make a decision on the application. If the committee approve it they may also vote to impose certain conditions on the application.

You will only have one opportunity to speak at the meeting.

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

You can speak for up to 3 minutes on an application with each group speaking for no more than 9 minutes. If more than one person has registered to speak in each of the groups the time will be shared. In those circumstances speakers are encouraged to appoint a spokesperson. If no spokesperson is nominated speakers will be heard in the order in which they have registered to speak, on a strictly "first come, first served" basis. No more than three

speakers (including town/parish representatives) may register speak in each group.

### **How can I best use my time when speaking to the committee?**

This will depend on the planning application but please try to limit your views to relevant planning issues. The committee take these types of issues into account when making their decisions:

- Whether the site is suitable for development
- Design, appearance and layout
- Over-looking and over-dominance
- Highway safety and traffic
- Noise, disturbance and smell and
- National and Local planning policy and guidance.

### **Can I bring handouts to distribute to the Committee?**

Members of the public may not show plans, drawings, photographs or circulate written material.