

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 considers certain applications for planning permission. Members of the public may request to speak on applications considered at a meeting of the planning committee if they have made written representations on an application.

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 or their agents, objectors, local residents, town/parish council representatives and any other person with an interest in a certain application, providing they have made written representations on an application. Public speaking only applies to applications which are considered put forward to by the committee, not applications that are determined by Planning Officers.

When and where does the planning committee meet?

All committee meetings are held in the Council Chamber at Cherwell District Council Offices, Bodicote House, Bodicote OX15 4AA.

The planning committee meets every 4 weeks at 4pm on a Thursday. ~~Full~~ full calendar of meetings can be found on our website: www.cherwell.gov.uk. ~~you can also watch a meeting as they~~ are web cast live on the internet and available to view for 6 months after the meeting date.

Who can speak?

Applicants (people applying for planning permission) or 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 determination 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 or monitoring reports.

When will the application be considered?

Applications will usually be considered in the order in which they appear on the agenda of the meeting.

The Chairman has the discretion to change the order agenda items are considered in. If your application is a later item on the agenda, please be aware it may be considered earlier.

~~However, the~~ An application may be deferred ~~laid~~ until another meeting if further information, negotiations or a site visit is needed. If an application is deferred, public speakers are not required to register again if they have not spoken. However, if public speakers have already addressed the Committee, no further public speaking will be permitted unless there are significant material changes to the application in the meantime. This will be at the discretion of the Chairman of the Committee. If this happens then public speakers are not required to register again.

What is the procedure for speaking?

~~The~~ One of the planning officers will present the application referring to the report in the published agenda. The report will include a planning officer's recommendation as to whether it should be approved or refused.

Following the presentation by the planning officer, 's report the local Ward Member (if not a member of and any members of the Committee) and any members of the Committee with a significant who have a prejudicial interest (unless a disclosable pecuniary interest in which case the member must leave the meeting for the duration of the item) 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 applicant or agent/supporters. The applicant will speak first in their 5 minute period.

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, on any one application.~~

How long will I be able to speak?

Applicants will be grouped into applicant/supporters and objectors. Each group can speak for up to 5 minutes. If more than one person has registered to speak in each group the 5 minutes will be shared. ~~In such those~~ circumstances speakers are encouraged to nominate 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 until the 5 minutes has elapsed. This does not apply to the applicant/supporter group where the applicant or their agent takes precedence in the 5 minute speaking slot.

There is no time limit for the local Ward Member, although this should be within reason and is at the discretion of the Chairman.

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
- National and Local planning policy and guidance.

The Committee must ignore non-material considerations when making their decision.

Can I bring handouts to distribute to the Committee?

No. Members of the public, Ward Members and Planning Committee members may not show plans, drawings, photographs, video clips or circulate written material, as this opportunity has already been given as part of the planning consultation process.

~~Which planning applications can I speak on?~~

~~Any planning application for determination 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?

Requests to address the Planning Committee on a particular application will not be accepted until it has been included on a published agenda.

If you want to speak on an application you will need to contact Democratic ~~and Elections Services in writing by post or email~~ no later than 12 noon on the last working day before the meeting. You must ~~provide~~ indicate the application you wish to speak about, your name and email address or telephone number, the application you wish to speak about, ~~-You must indicate~~ whether you are an objector or supporter and the capacity in which you will be speaking. You will be asked ~~Please indicate~~ if you are willing to share your contact details with other speakers so that arrangements can be made to nominate a spokesperson.

~~Letters should be addressed to
Democratic Services,
Bodicote House,
Bodicote Banbury
OX15 4AA~~

~~and e~~ Emails: ~~-sent to~~
democracy@cherwell~~andsouthnorthants-de~~.gov.uk

Phone: 01295 221534

~~On the last working day before the Committee meeting when the deadline to register has passed Democratic Services will confirm if you are eligible to address the committee and will circulate contact details where appropriate. any~~ Any requests to speak received after midday on the last working day before the Committee meeting will not be accepted.

How to contact us

Democratic Services
Cherwell District Council
Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA

Tel: 01295 2215~~3491~~

Email: democracy@cherwell~~andsouthnorthants-de~~.gov.uk

Call 01295 2215~~3491~~

or visit www.cherwell.gov.uk