



**EAST RIDING**  
OF YORKSHIRE COUNCIL

**PUBLIC ATTENDANCE  
AND SPEAKING AT  
PLANNING COMMITTEES**

**PLANNING COMMITTEE &  
AREA PLANNING SUB-COMMITTEES**

## **General Information**

Most planning applications are decided by Planning Officers, under guidelines laid down by the Council.

The Planning Committee and the Area Planning Sub-Committees deal with the more complex or controversial cases.

The Council welcomes public speaking at its Planning Committee/Sub-Committee meetings and these notes are to help you get the best out of the process.

Public speaking is something that supplements the officer's written report, which will have been available five working days before the meeting.

A copy of the agenda and associated reports will be available at all Customer Service Centres and on the Council's website:

### **Planning Committee**

[www.eastriding.gov.uk/planning-committee](http://www.eastriding.gov.uk/planning-committee)

### **Eastern Area Planning Sub-Committee**

[www.eastriding.gov.uk/eastern-area-planning-sub-committee](http://www.eastriding.gov.uk/eastern-area-planning-sub-committee)

### **Western Area Planning Sub-Committee**

[www.eastriding.gov.uk/western-area-planning-sub-committee](http://www.eastriding.gov.uk/western-area-planning-sub-committee)

# Public Speaking

## Right to Speak

The right to speak will only apply to applications which are to be determined by Committee.

## How will I find out more?

Applicants, objectors and supporters (who have submitted written comments to the Council) will automatically be notified by letter when an application is going to a Committee.

## How can I make sure I get to speak?

Contact Democratic Services, the telephone number will appear on the 'Right to Speak' letter. The register will open a week before the Committee meeting and will close at noon on the last working day before the meeting.

## Who can speak?

Only **one** person can speak in objection and only **one** in support. The first to register in each category will be allowed to speak. Other interested parties will be encouraged to contact the registered speaker, where possible. Any interested Ward Councillor may also request permission to address the Committee.

## **Time Allowed**

You will be allowed to speak for a maximum of **three** minutes at **Area Planning Sub-Committees**.

At the **Planning Committee** you will be allowed to speak for **five** minutes, unless:

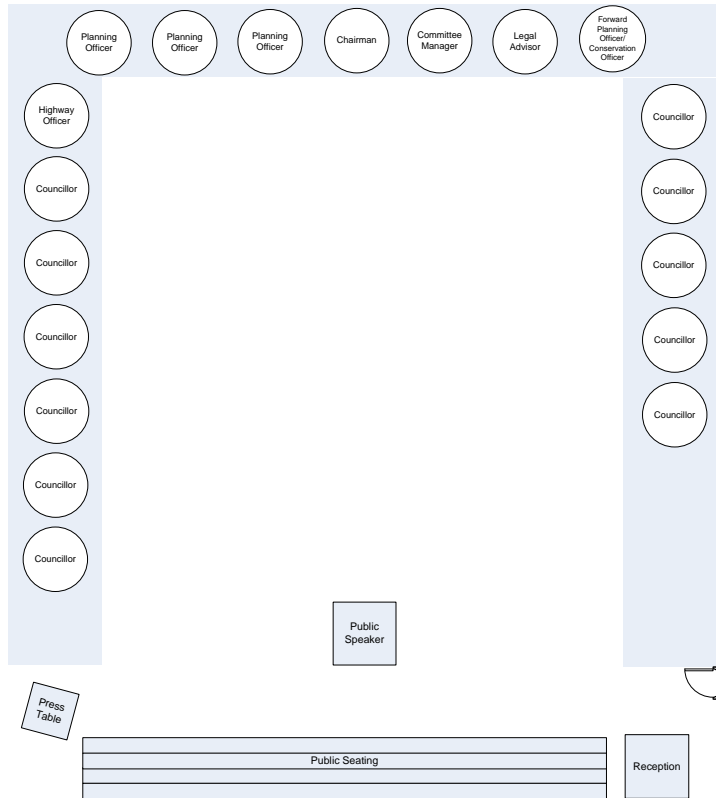
- A pre-committee presentation by the speakers has already taken place, or
- The application has been referred from an Area Sub-Committee.

In these circumstances the time allowed will be **three** minutes.

In accordance with the Council's Equality Policy, you are asked to refrain from making any comments which could be construed as being discriminatory or defamatory.

# The Layout of the Room

The meeting room is illustrated below:



The Chairman will introduce himself/herself and the officers at the beginning of the meeting.

There are 12 Councillors who sit on the Planning Committee and 12 on each of the Area Sub-Committees.

# **Procedure at Meetings**

## **Roles**

**The Chairman** is responsible for controlling the meeting and ensuring that it runs smoothly.

**The Committee** is responsible for making the decisions following debate and advice from officers.

**The Officers** are responsible for advising the Committee on planning, highways, legal, technical and procedural issues.

## **Procedure**

The procedure for each application will follow the same general format:

- An update by the officers;
- Public speaking;
- The Committee will debate the application, taking advice from officers as necessary;
- The Committee will reach a decision after taking a vote;
- The Chairman will announce the decision.

## **Decision**

Clear reasons for the decision will be given.

The following are the decisions which the Committee can make after taking advice:

- To approve an application;
- To refuse an application;
- To defer and delegate approval or refusal to the Director of Planning and Economic Regeneration - this means that the Committee has given authority to the Director to make the decision subject to the provisos indicated in the report or at the meeting without the need for it to come back to Committee;
- To defer the application for a specific reason - this means that the application will come back to Committee for a decision to be made;
- To refer to the Planning Committee - this means if a Sub-Committee has voted to approve an application contrary to the Council's planning policies.

## **Filming, photography and social media use in Committee meetings**

### **Can I record, film, take photographs or use social media during meetings?**

Yes, during meetings that are open to the public, under the Openness of Local Government Bodies Regulations 2014 you can:

- film
- audio record
- take photographs
- use social media

The Chairman has the right to terminate or suspend proceedings should such activities cause disruption during the meeting.

Please note: should you wish to film, record or photograph open meetings we kindly request that you contact Democratic Services in advance so that suitable provision can be made.

### **Who can be filmed?**

When filming, photographing or recording meetings, you should focus on recording councillors, officers and the individuals who are directly involved in the conduct of the meeting. Members of the public who do not wish to be filmed or photographed should have their wishes adhered to.

### **Can I object to being filmed/photographed during meetings?**

Members of the public who do not wish to be filmed during meetings should make this known to the Committee Manager or Chairman and those filming, photographing or recording meetings should respect those wishes.



## Points to Note

- You must arrive at the meeting before your item comes up for debate.
- The Chairman will usually take first those items on which people have registered to speak.
- Where there are speakers, the speaker expressing a contrary view to the officer's recommendation will speak first (so if the recommendation in the officer's report is for approval then the objector will speak first. Likewise if the recommendation in the officer's report is for refusal then the applicant/agent will speak first).
- You are only permitted to make a statement, there will be no questions or debate and you are requested to stick to planning comments when addressing the Committee.
- You should rely on information already submitted and will not be permitted to introduce new documentary information or photographs at the meeting.
- Any new information or photographs should be sent to the Planning Officer well before the meeting.

The Planning Committee and Area Planning Sub-Committees meet every three weeks and starts at 2pm.

Meetings are held at County Hall, Cross Street, Beverley. Please note there is no parking available at County Hall.

### **On the Day**

A list of people registered to speak will be available showing you the order of items and hearing loops are also available upon request.

### **Need to Know More? - Get in touch**

Planning Department: (01482) 393666

Democratic Services: (01482) 393207 or (01482) 393201