

## Some Questions & Answers about Planning Committee Meetings

**Q** *How can I find out when an application will be considered?*

**A** Phone the planning admin team to check if and when the application is likely to be considered by the committee. The agenda is available at reception 5 working days before the meeting.

**Q** *What will be the order of items at the meeting?*

**A** The agenda order will always be followed. It is not possible to estimate how long each item will take or at what time a particular item will be heard, as the time taken to consider applications varies.

**Q** *If the application is on the agenda, will it definitely be considered?*

**A** No. Most applications on the agenda will be dealt with however the applicant may request a deferment or withdrawal of their application even on the day of committee. It is best to phone on the afternoon of the meeting to be sure.

**Q** *Can I circulate letters and written submissions at the Committee meeting?*

**A** No

**Q** *If I have written to either support or object to a proposal, do I need to attend the meeting to make my comments known to the committee?*

**A** No. The Officers report will have summarised all responses to the proposal. You may agree with his recommendation and decide that there is no need to attend the meeting and speak. If the Officer's recommendation to the Committee is to refuse the proposal, you may wish to present your case for approval. However please remember that the Officer's recommendations are not always accepted by the Committee.

**Q** *If I want to speak how do I arrange it?*

**A** About a week before the Committee meeting we will write to everyone who has commented on the proposals being considered at the meeting, all applicants (or their agents) and the relevant Parish (or Town) Councils. The letter gives details of the date and time of the meeting, how to register your wish to

speak and a leaflet explaining the committee procedure.

**Q** *Who can speak and in what order?*

**A** The order of speakers is  
Ward Councillor (if not on the Planning Committee)  
Parish (or Town) Council representative  
A Supporter  
An Objector  
The Applicant (or their agent).

**Q** *How important is it that the Parish Council speaks at the meeting?*

**A** The Committee is always interested in their views. The Officer will report any Parish Council's views that are received however a Parish Council representative may speak directly to the Committee to point out any relevant local community issues or conditions.

**Q** *For how long may I speak?*

**A** There is a time limit of 3 minutes for each speaker. Where there are more than one supporter or objector, it may be helpful to choose a spokesperson to ensure that all your views can be heard in the time available.



**Q Can I question other speakers?**

**A** No. Speakers will not be allowed to question other speakers.

**Q What can I say at the meeting?**

**A** Please try to be brief and to the point. Limit your views to the planning application and relevant planning issues, for example:

- Planning policy (conflict with policies in the Local Plan, government guidance and planning case law), including previous decisions of the Council etc
- Design, appearance and layout, possible loss of light or overshadowing, noise disturbance and smell nuisance.
- Impact on residential and visual amenity, highway safety and traffic issues.
- Impact on trees / conservation area / listed buildings / environmental or nature conservation issues.

**Q May I be professionally represented?**

**A** Yes, but this should not be necessary in most cases. Where the applicant has employed a professional agent to submit the application, it is more likely that the agent will speak.

**Q Can I use maps or photographs to illustrate my point?**

**A** No

**Q Will a decision be made at the meeting?**

**A** Most applications will be determined at the committee. Occasionally members may defer a decision to the next meeting to allow time to get further information, to carry out negotiations or to visit the site. You will have another chance to speak when the application is reconsidered.

**Contact us**

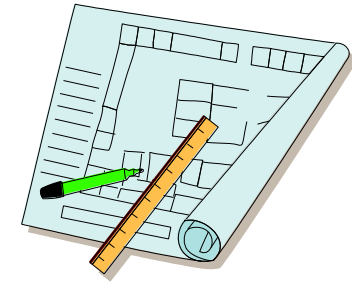
For further information please contact the planning admin team on:

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# PLANNING COMMITTEE MEETINGS

## YOUR QUESTIONS ANSWERED

RYEDALE  
DISTRICT  
COUNCIL



AUGUST 2012