

## **Appendix 2- Protocol for the Right to Speak at Planning Committee and Strategic Applications Sub-Committee meetings**

In this protocol reference to Committee shall be construed (as appropriate) to either the Planning Committee or the Strategic Applications Sub-Committee.

In this protocol references to the Chair shall be construed (as appropriate) to either the Planning Committee or the Strategic Applications Sub-Committee.

In this protocol references to a qualifying objection shall be construed (as appropriate) to mean either:

- a) one or more petitions of objection totalling 25 or more individual signatories; or
- b) 15 or more individual objections in writing.

1. When an application before the Committee for decision has a related qualifying objection,
  - (i) a spokesperson for the objectors is given the right to address the Committee. The spokesperson may be the lead petitioner, a representative of the written objectors, their agent, or their ward councillor.
  - (ii) the applicant or their agent will be given the right to speak in respect of their application whether or not the petitioner or objectors' spokesperson has exercised their own rights to speak.

When given the opportunity to speak the spokesperson, agent or applicant shall have a maximum of 5 minutes to make their representations to the Committee.

2. It will be a matter for the Chair (where appropriate with prior consultation with ward councillors) to determine who should speak for objectors if more than one objector has requested to speak. The Guidance on Speaking at Committee contains more details on this process.
3. Where there is a second petition the Chair will generally exercise a discretion to allow one spokesperson for the additional petition to speak to provide the Committee with further information other than what has already been said. A further two minutes is allowed for secondary petitioners to make representations to the Committee.
4. A Ward Councillor may address the Committee on any application they have asked to be removed from delegation. There shall be no time limit on Ward Councillors when they address the Committee.
5. If a statutory consultee wishes to make representations on any application before the Committee, they shall be able to do so. They will be given a maximum of 3 minutes to address the Committee.
6. All time allocations referred to in this protocol do not include the time spent in answering any questions the Committee may raise with the speaker.

7. Where, due to Covid 19 restrictions on social distancing, a member of the public informs the Council that they have experienced difficulties in drawing up a petition they shall be referred by Planning Officers or Committee Services officers to their Ward Councillor. In such circumstances the Ward Councillor may choose to seek to take the matter out of delegation and speak to the matter at Committee.

If the matter is referred to Committee the applicant or agent shall then have the right to speak for a maximum for 5 minutes. Alternatively, the Ward Councillor may, prior to the relevant meeting of the Planning Committee, ask the Chair to exercise their discretion to enable the “potential lead petitioner” to speak at Committee. Any member of the public, applicant or agent addressing the Committee in such circumstances shall be given a maximum of 5 minutes to do so.

8. For clarification, Members of the Committee have the right to speak at Committee meetings as set out in the Councils Standing Orders