

**Agenda Item No:** 4

**Report To:** Selection and Constitutional Review Committee

**Date:** 10 May 2012



**Report Title:** **Planning Review Interim Report – Increased Delegation to Officers and Amended Speaking Arrangements at Planning Committee**

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<b>Summary:</b>	Cllr Clarkson's Interim Report on his Review of Planning suggested examining changes to the delegated authority to officers and to speaking arrangements at Planning Committee. This report takes those suggestions forward and proposes ways in which the Constitution of the Council could be changed to respond positively to the review suggestions and in line with the actions approved by Cabinet.
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**Key Decision:** No

**Affected Wards:** **All Wards**

**Recommendation:** **The Committee endorse the proposed changes to the Council's Constitution as set out in Appendix 2 to this report and recommend to Full Council that those changes be made.**

**Financial Implications:** Little or no effect but would allow more streamlined consideration of large applications which would make a positive contribution to the economy of the borough.

**Risk Assessment** No

**Equalities Impact Assessment** There is no impact on equalities from the making the proposed changes.

**Other Material Implications:** None

**Background Papers:** Planning Review Interim Report (November 2011)  
Proposed response to the recommendations of the Planning Review (Report to Cabinet of 9 February 2012)  
Planning Review Interim Report – Increased Delegation to Officers (Report Planning Committee of 25 April 2012)

**Handling** The resolution of the Selection and Constitutional Review Committee put to Full Council.

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## **Agenda Item No. 4**

### **Report Title: Planning Review Interim Report – Increased Delegation to Officers and Amended Speaking Arrangements at Planning Committee**

#### **Purpose of the Report**

1. To consider changes to the Council's Constitution arising out of the actions agreed by Cabinet in response to Cllr Clarkson's Interim Review of Planning.

#### **Background**

2. At the meeting of the Cabinet on 9th February 2012, Members considered the report of the Head of Planning and Development containing his proposed responses to the recommendations made by the Deputy Leader of the Council in his Planning Review Interim Report. Members resolved to agree the responses proposed and recommendations 5, 6, 12, 13 and 17 require changes to the Constitution. A copy of the full text of these recommendations is attached as appendix 1. The recommendations fall into two broad categories, which will be considered in turn: delegations to officers and speaking arrangements at Planning Committee.
3. The changes to the delegations to officers set out in the section below were considered by the Planning Committee at its meeting of 25 April 2012, in accordance with the action agreed by Cabinet. The report recommended the Committee endorse specified changes to the Constitution, which the Committee did subject to one modification. That modification has been included in the amendments shown in section B of appendix 2.

#### **Delegations to Officers**

4. The Deputy Leader suggested in Recommendation 5 that consideration be given to the introduction of a new system of Planning Decision Briefing Notes for commercial applications over 1000 sq m along the lines discussed in the body of the Interim Report. The background to this was a detailed discourse on the issues that lead to Planning Committee agendas being the length that they are, and whether the current scheme of delegation results in Members' time being best spent (para. 4.16 of the report is appended in appendix 1).
5. The approved response was for a report for Planning Committee to consider either a briefing note system which enables delegation of

certain categories of applications unless members want the application to go to Committee or simple changes to the current delegation arrangements. Officers recommend a combination of a briefing note system and extending the scope of delegation.

6. In respect of Recommendation 6, the Deputy Leader suggested that once Outline Planning Permission has been approved, applications for Reserved Matters should only be brought back to the Committee where these raise significant material considerations. The background to this (para. 4.12 of the report which is appended in Appendix 1) states that where design, layout and other material factors such as parking, unit size and number of dwellings are already approved and not to be varied this could be dealt with under delegated authority.
7. The response approved by Cabinet was for a report to Planning Committee to consider a detailed proposal for the scale and type of reserved matters which could be delegated to officers.
8. The Constitution currently delegates to the Development Control Manager/Strategic Sites Manager the following:-

“The determination of all applications and/or notifications (including applications for non material amendments and the discharge of conditions) made under the Town and Country Planning Act 1990 (as amended), the Listed Buildings and Conservation Areas Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 (as amended) or any Orders or Regulations made thereunder **with the exception of:-**

- (a) the provisions of dwellinghouses where:
  - (i) the number of dwellinghouses to be provided is 10 or more;  
or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (a) (i).
- (b) the provision of a building or buildings where the floor space to be created by the development is 1000sq metres or more
- (c) applications submitted by or on behalf of a Member of the Council or Member of staff or his or her partner.
- (d) applications which, in the opinion of the Development Control Manager/Strategic Sites and Design Manager, are sensitive and should be determined by the Planning Committee.

- (e) applications submitted, promoted or sponsored by or on behalf of the Borough Council be submitted to the Planning Committee and be not subject to the Scheme of Delegation.

The exceptions listed above shall not include applications for non material amendments to permissions or consents and all applications to discharge conditions imposed on any permission or consent.”

- 9. This delegation is subject to the right of any ward member or the Portfolio Holder to request the application be determined by the Planning Committee if the Member considers that an application (in their ward in the case of ward members) raises issues of significant local importance. The Development Control Manager/Strategic Sites and Design Manager may also decline to exercise their delegated power where they consider an application is sensitive and ought to be determined by the Planning Committee, as paragraph (d) states.

#### **Planning Review: Recommendation 5**

- 10. Under the current Scheme of Delegation, all applications where the provision of a building or buildings where the floor space to be created by the development is 1000 sq metres or more automatically come before the Committee. In the case of retail and hotel development, this is considered to be appropriate given that most such applications will have some elements that are either controversial or raise significant policy issues that merit debate by the Committee. However, in respect of new employment floorspace, particularly within designated estates such as Orbital or Eureka Parks, such applications often attract little or no comment and preparing a report for Committee often significantly lengthens the time period for the determination of the application, thus potentially delaying job creation.
- 11. It is therefore proposed to replace paragraph (b) of the above delegation with four new paragraphs and to re-number the subsequent paragraphs, as shown in section B of Appendix 2. Those amendments make simple changes to the current delegation arrangements, as approved by the Cabinet. The existing arrangements for referring other matters to the Planning Committee described in paragraph 9 above would be retained and unaffected by the proposed changes.
- 12. The delegation in new paragraph (d) is subject to the right of 6 or more Planning Committee Members to ask for such an application to be determined by Planning Committee. The process for such requests is in new paragraph (iv) in the section starting “NB:” immediately after paragraph 15.2A of appendix 5 to part 3 of the Council’s Constitution and shown in section B of Appendix 2. Officers had originally proposed a two working day period, but this was extended by Planning

Committee to three working days. The changes to paragraphs (i) and (ii) in the “NB:” section were not considered by Planning Committee and are discussed in paragraph \* below.

13. In practice, a report under paragraph (iv) will not be sent to Planning Committee members if the Ward Member(s) or the Portfolio Holder has already requested that determination of the application be elevated to the Committee.

### **Planning Review Recommendation 6**

14. The scheme of delegation currently requires proposals which consist of the provision of dwellinghouses where the number of dwellinghouses to be provided is 10 or more; or the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development will be for 10 or more dwelling houses to be determined by Planning Committee.
15. In respect of giving effect to para. 4.12 of the Deputy Leader’s report, it is difficult to conceive of a Reserved Matters application for such a number of dwellings that would not raise one or more of the issues identified. However, currently, where an applicant wishes to vary or remove one or more conditions of a Planning Permission it is often the case that none of these factors will change and the application (made under section 73) only needs to be referred because it de facto results in the issuing of a fresh planning permission for more than 10 dwellings. Such cases are rarely debated and it is therefore proposed to vary the scheme of delegation by removing them from the exception to the delegation, as shown in section B of Appendix 2.

### **Speaking Arrangements at Planning Committee**

16. The Development Control Manager and Strategic Sites and Design Manager have delegated authority to make tree preservation orders, which provide immediate protection for the trees covered by the order. That protection is only temporary though and the order must be confirmed within 6 months of having been made. Where there are objections to the confirmation of the order, the issue cannot be decided by officers and must be determined by the Planning Committee instead.
17. When such an item is presented to Planning Committee, members of the public are currently expressly forbidden from addressing the Committee. The Planning Review report noted the inconsistency of this approach compared with the handling of other items presented to Planning Committee. The report therefore contains recommendation

12 and the approved action is for the Constitution to be amended in order to allow the public to speak on such items.

18. Another matter that was brought to the Deputy Leader's attention was how parish councils often feel frustrated at the lack of opportunities to speak at Planning Committee on applications which affect several different parishes. He therefore made recommendation 13 that all parish councils and community forums affected by an application be permitted to address the Planning Committee for 3 minutes each. The approved action was for this report to be presented to the Selection and Constitutional Review Committee so that the Committee may consider widening the arrangements.
19. Finally, the Council's Scheme of Public Participation requires anyone who wishes to speak at Planning Committee to first give written notice by 3 pm two working days before the meeting. The Deputy Leader wished to shorten the period of notice needed and therefore made recommendation 17. This was for speakers to be allowed to register at short notice and the agreed action is for the deadline to be moved to 2 pm on the day of the meeting.
20. Recommendations 3 and 4 of the Interim Report relate to the calling in of applications to Planning Committee. The Deputy Leader has already circulated a briefing note to all Members setting out the actions arising. Officers are aware that difficulties have arisen in calling in applications where a Member is absent and unable to do so. It is therefore proposed to remedy this and improve the call in process by making the additions to paragraphs (i) and (ii) in the "NB:" section of the delegation as set out in section B of Appendix 2.

### **Planning Review Recommendation 12**

21. Members of the public are currently prohibited from addressing the Planning Committee on the making of tree preservation orders or the taking of enforcement action by virtue of paragraph 4 (b) of the Council's Scheme of Public Participation (see section D of Appendix 2). In accordance with the approved action, it is proposed to amend paragraph 4 (b) to restrict members of the public from addressing the Committee in relation to enforcement action only. This change would bring the discussion of tree preservation orders in line with the existing arrangements for discussing planning applications.
22. The Scheme of Public Participation refers in several provisions to speaking in relation to planning applications. In light of the change above, those references are not longer accurate and should be deleted, as shown in section D of Appendix 2.

### **Planning Review Recommendation 13**

23. The constitution does not currently contain an express right for the Chairman to allow Parish Councils and Community Forums to address the Planning Committee. It is proposed to strengthen the standing of those bodies by expressly conferring such a right in rule 9.3 of the General Procedure Rules (see section C of Appendix 2). At the same time, the rule 22 should be updated as set out in order to reduce the procedural burdens placed on Planning Committee Members. The new reference to Community Forums in the Rules justifies a consequential change to article 10 of the Constitution, which is out of date and no longer reflects how the forums operate. Those changes are set out in section A of Appendix 2.
24. Officers consider the speaking arrangements ought to be further extended, as recommended by the Deputy Leader, by changing subparagraphs (c) and (d) in paragraph 4 of the Scheme of Public Participation to allow all affected Parish Councils and Community Forums to address Planning Committee (section D of Appendix 2 refers). At the same time, the summary of rights in the Scheme should be changed in order to reflect the other changes and show that Parish Councils and Community Forums are able to speak on all agenda items and not just planning applications. Those changes are also in section D of Appendix 2.
25. The effect of the amendments proposed will be to put Parish Councils and Community Forums that are affected by a proposal on the same footing as the Parish Council or Community Forum within which the proposal in question is located.

### **Planning Review Recommendation 17**

26. Cabinet agreed that for practical reasons a deadline for giving notice to speak be retained, but amended to be 14:00 on the day of the meeting. This would require paragraph 2 (b) (ii) of the Scheme of Public Participation to be amended as set out in section D of Appendix 2. The opportunity should be taken to also make the typographical corrections to that paragraph as shown and to help people by making clear that the notice needs to be given to the Proper Officer.

### **Portfolio Holder's Comments**

27. I commend this report and the changes it proposes.



## **Recommendation**

**The Committee endorse the proposed changes to the Council's Constitution as set out in Appendix 2 to this report and recommend to Full Council that those changes be made.**

## **Appendix 1 - Extracts from Cllr Clarkson's Planning Review Interim Report**

- 4.12 Some Local Planning Authorities deal with reserved matters applications through delegation, but in Ashford many of these are considered by Committee. Where Outline Planning Permission has been granted it would be reasonable for a reserved matters application to be returned to the Committee in order to properly justify the acceptance of the design and final provisions. Where, however, the design, layout and other material factors, such as, parking, unit size and or number of dwellings are already approved and not to be varied, this could well be dealt with under delegated authority in liaison with the Ward Member and the Portfolio Holder.
- 4.16 It has been specifically suggested that commercial developments over 1,000 sq.m, which will assist in the economic development of Ashford be also treated as delegated cases. On the other hand 1,000 sq.m. in itself is the current threshold for delegation and it would seem that other than for agricultural buildings this is already a significant size. In assessing this suggestion it is difficult to see that members would wish to increase this delegation. However the Planning Review is of the opinion that there is a need to introduce a more meaningful vehicle for deciding whether to delegate on a case by case basis. Such a system could take the form of a Planning Decision Briefing Note via either e-mail or hard copy setting out the key issues to all Members of the Committee, specifying that there are no objections and that the Portfolio Holder, the Development Control Manager and Ward Members are satisfied and approval is being sought from the Committee to delegate the decision. If more than one third of the Committee Members still maintain that the case should be referred to Committee the case would not be delegated.

### Recommendation 5

That consideration be given to the introduction of a system of new Planning Decision Briefing Notes for commercial applications over 1,000 sq.m., along the lines discussed in the body of Interim Report.

### Recommendation 6

That once Outline Planning Permission has been approved, applications for reserved matters should only be brought back to Committee where these raise significant material considerations.

### Recommendation 12

Where a significant Tree Preservation Order is referred to the Committee provision should be made to allow all relevant interested parties to address the Committee.

Recommendation 13

That all Parish, Town Councils and Community Forums affected by a planning application should be permitted to speak at Committee for up to 3 minutes each and when applications affect the whole borough or a significant part of it a special meeting of the Committee could be convened.

Recommendation 17

That a late speaker be allowed to register at short notice, especially where there is no speaker scheduled to speak to that aspect of the application. We believe that it should be a right and not at the discretion of the Chairman of the Planning Committee.

## Appendix 2 – Schedule of Amendments

### A. Amendments to Article 10 in Part 2 of the Constitution

#### 10.01 Area Committees and Forums

The Council may appoint Area Committees or Forums as it sees fit, if it is satisfied that to do so will ensure improved service delivery in the context of Best Value and efficient, transparent and accountable decision making.

The Council will consult with relevant Parish and Town Councils and the Chairmen of relevant Parish Meetings when considering whether and how to establish Area Committees or Forums within parished areas.

#### 10.02 Community Forums~~Form, Composition and Function~~

(a) ~~Table of Area Committees/Forums.~~ The Council may will facilitate or contribute to the establishment and running of a number of Community Forums, including those currently in existence: Willesborough Community Forum, Kennington Community Forum, Central Ashford Community Forum and South Ashford Community Forum. At the time this Constitution was being revised in May 2003 the Community Forums which were 'active' or in the process of being established are set out in the first column of the table below, composed as set out in the second column of that table and with the terms of reference set out in the third column.

<b>Name of Committee</b>	<b>Composition</b>	<b>Terms of Reference</b>
<b>Willesborough Community Forum</b> (covering all or part of the following Polling Districts):  North Willesborough (NW.1 and NW.2)  Highfield (HI.1)  Aylesford Green (AG.1 and AG.2)	These bodies will be consultative initially. The membership of the Forum(s) will be: Borough Councillors and County Councillors who represent wards/divisions within the areas covered by the Forums;	The Forum(s) are consultative and act in an advisory capacity. They may submit reports on matters of concern locally to the Executive or to the Council.  They will be a key consultee on the development of the Community Plan in so far as it affects those

<p>South Willesborough (SW.1)</p> <p><b>Kennington Community Forum</b> (covering all or part of the following Polling Districts)</p> <p>Kennington (KE.1 and KE.2)</p> <p>Little Burton Farm (LBF.1)</p> <p>Bybrook (BY.1)</p> <p>Bockhanger (Grosvenor Hall) (BO.1)</p> <p><b>Oaklands Community Association</b> (covering all or part of the following Polling Districts)</p> <p>Victoria (Watercress) (VI.1)</p> <p>Beaver (BE.1 and BE.2)</p> <p><b>Central Ashford Community Forum</b> (covering all or part of the following Polling Districts)</p> <p>Stour (ST.1 and ST.2)</p> <p>Victoria (Town Centre) (VI.2)</p> <p>Godinton (GO.1 and GO.2)</p> <p><b>South Ashford</b></p> <p>Victoria (V1.3 and V1.4)</p>	<p>Partnerships – Forums and Consultation Portfolio Holder (to serve on each Area Forum)</p> <p>Residents and people who work within the respective areas.</p>	<p>areas. They will be consulted on plans and strategies of other bodies which will have an impact upon the residents and people who work or provide services within the these areas.</p>
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<p>only)</p> <p><del>Singleton South (S1.1 and S1.2)</del></p> <p><del>Beaver (BE.1 and BE.2)</del></p> <p><del>Norman (NO.1 and NO.2)</del></p>		
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**B. Amendments to paragraphs 15.2 and 15.2A of the Delegations to the Development Control Manager/Strategic Sites and Design Manager in Appendix 5 to Part 3 of the Council's Constitution**

15.2 The determination of all applications and/or notifications (including applications for non material amendments and the discharge of conditions\*) made under the Town and Country Planning Act 1990 (as amended), the Listed Buildings and Conservation Areas Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 (as amended) or any Orders or Regulations made there under **with the exception of:-**

(a) the provision of dwellinghouses (other than by way of an application under section 73 of the Town and Country Planning Act 1990) where:

(i) the number of dwellinghouses to be provided is 10 or more;

or

(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (a) (i).

~~(b) the provision of a building or buildings where the floor space to be created by the development is 1000sq metres or more (Revised (a) & (b) Minute No 112/6/06 refers).~~

(b) the provision of a building or buildings of 1000 sq metres floor space or more where the proposed use of that building or one of them is for retail or hotel purposes

(c) the provision of a building or buildings of 1000 sq metres floor space or more for commercial / employment use where it is proposed to refuse the application

(d) the provision of a building or buildings of 1000 sq metres floor space or more where

(i) the proposed use of that building or one of them is for any commercial/ employment purpose other than retail or hotel,

- (ii) it is proposed to approve the application and there are no objections, but
- (iii) 6 or more of the Planning Committee Members have requested that the determination of the application should be elevated to the Planning Committee in accordance with the procedure in note (iv) below
- (e) the provision of a building or buildings where the floor space to be created by the development is 10,000 sq metres or more
- (f) ~~(e)~~ applications submitted by or on behalf of a Member of the Council or Member of staff or his or her partner.
- (g) ~~(d)~~ applications which, in the opinion of the Development Control Manager/Strategic Sites and Design Manager, are sensitive and should be determined by the Planning Committee.
- (h) ~~(e)~~ applications submitted, promoted or sponsored by or on behalf of the Borough Council be submitted to the Planning Committee and be not subject to the Scheme of Delegation.

The exceptions listed above shall not include applications for non material amendments to permissions or consents and all applications to discharge conditions imposed on any permission or consent (see paragraph 15.2A below)\*.

15.2A To determine all applications for non material amendments to permissions or consents and all applications to discharge conditions imposed on any permission or consent made under the Town and Country Planning Act 1990 (as amended), the Listed Buildings and Conservation Areas Act 1990 (as amended), the Planning and Compulsory Purchase Act 2004 or any Orders or Regulations made there under\*.

(\*Minute No. 476/5/11 refers).

**NB:**

- (i) In parished areas, if the Parish Council and the Ward Member together or the Ward Member acting alone consider that the application raises issues of significant local importance they or he/she may request in writing that determination of an application be elevated to the Planning Committee. If a Ward Member is aware he will be unable to make such requests (e.g. due to planned long-term absence), he may lodge with the Proper Officer authorisation for another Member to make such



requests during the Ward Member's absence. In this event the delegation to the Development Control Manager/Strategic Sites and Design Manager to determine the application be suspended in relation to that application.

(ii) In unparished areas, if the Ward Member considers the application raises issues of significant local importance he/she may request in writing that the determination of an application be elevated to the Planning Committee. If a Ward Member is aware he will be unable to make such requests (e.g. due to planned long-term absence), he may lodge with the Proper Officer authorisation for another Member to make such requests during the Ward Member's absence. In this event the delegation to the Development Control Manager/Strategic Sites and Design Manager to determine the application be suspended in relation to that application. (Minute No. 123/7/05 refers).

(iii) Irrespective of the area, the Portfolio Holder may request in writing that the determination of the application be elevated to the Planning Committee. In this event the delegation to the Development Control Manager/Strategic Sites and Design Manager to determine the application shall be suspended in relation to that application unless the Portfolio Holder revokes his request in writing.

(iv) The Development Control Manager or Strategic Sites and Design Manager shall not exercise their authority to approve an application for the provision of a building or buildings of 1000 sq metres floor space or more where the proposed use of that building or one of them is for any commercial/ employment purpose other than retail or hotel unless

(i) a delegated officer report on the application has been emailed to members of the Planning Committee, and

(ii) less than 6 members of the Planning Committee have requested by email that the determination of the application be elevated to the Planning Committee in accordance with the procedure below.

A member of the Planning Committee may only make such a request if

(i) he has first considered the delegated officer report on the application which has been emailed to him and

(ii) emailed his request to the relevant Development Control Manager or Strategic Sites and Design Manager by 5 pm on the third working day after the report was emailed to him (e.g. email

sent on Monday – deadline for response 5 pm on the following Thursday).

**C. Amendments to Rules 9.3 and 22 of the General Procedure Rules in Part 4 of the Constitution**

**9.3 Speaking at Meetings**

The Chairman may permit ~~M~~members of the public (including representatives of Parish Councils, Willesborough Community Forum, Kennington Community Forum, Central Ashford Community Forum and South Ashford Community Forum) to speak at meetings on items included upon the Agenda for that meeting.

The rules and procedure for speaking at meetings of the Planning Committee, are contained within the Scheme of Public Participation as set out in Appendix 3(ii) to the Access to Information Procedural Rules.

**22. Application to Committees and Sub-Committees**

All the General Procedure Rules apply to meetings of Full Council. None of the rules apply to meetings of the Executive. Only Rules 6, 7, 8, 9, 12 (a to d) and (f to p), 13.1 to 13.3, 13.6 to 13.8, 13.11, 13.14 and 13.16, 14, 15.1, 15.2, 15.5 and 15.6, 16.1, 16.2, 17, 18, 19.3 to 19.5, and 20 apply to meetings of Committees and Sub-Committees, save that General Procedure Rules 13.1, 13.2, 13.6 (b) and (d), 13.11 and 14 do not apply to the Planning Committee as the procedure followed by the Committee in relation to voting has been amended (minute number 120/08/11 refers), and in this case references to the Mayor should be interpreted as 'Chairman'.

**D. Amendments to Appendix 3 to the Access to Information Procedure Rules in Part 4 of the Constitution (Scheme of Public Participation)**

[...]

**2. General Rules Applicable to all Schemes**

(a) All requests to take part at meetings, in accordance with the Council's Public Participation Scheme should be submitted in writing on the relevant form available from the Proper Officer or separately in writing provided that contact details and information about the nature of the question, petition or comment is included. The Council's website also has a facility allowing the public to register to speak on line.

(b) The following **written** notice must be given in respect of the scheme to the Proper Officer:-

(i) For Petitions, Questions and General Comments – 10.00 on the day of the meeting for meetings commencing on or after 19.00 that day or by 10.00 on the last working day before the meeting date for meetings which commence before 19.00.

(ii) For the Planning Committee by 14:00 on the day of the meeting. ~~15:00 two working days before the meeting (for example when the meeting is held on a Wednesday the deadline would be 15:00 on the Monday)~~

~~(iii)~~ The above deadlines do not apply in respect of urgent items placed before Committees in accordance with Section 100b(4)(b) of the Local Government Act 1972.

~~(iv)~~ (c) Length of speech – in support of petitions, questions and general comments - this will be a maximum of 3 minutes, except with the Chairman's approval.

~~(v)~~ (d) The scheme does not allow the speaker to enter into any debate.

~~(vi)~~ (e) In all cases the Chairman will determine the order in which the petitions are presented, questions asked or comments made.

**3. Types of Public Participation (Excluding the Scheme as it applies to the Planning Committee in Relation to Planning Applications)**

[...]

#### 4. **Procedure for Speaking at Meetings of the Planning Committee in Relation to Planning Applications**

- (a) Views to be confined to planning issues only. (An information leaflet is available from the Proper Officer which may help you to consider your comments).
- (b) Questions may not be asked, or No requests for site visits, made or No speeches other than on items for decision, excluding speeches made in support of or against the making of Tree Preservation Orders or the taking of Enforcement Action.
- (c) No more than one person will be allowed to speak in support or against an application item, in addition to the Parish Council's(s) and Community Forum(s) affected views.
- (d) The order of speakers will normally be objector, supporter and where appropriate the Parish Council(s) and Community Forum(s) affected.
- (e) There is no requirement to hear both sides' views on the item application.

#### 5. **Summary of Rights**

[...]

#### **Planning Applications Committee**

- Members of the public and/or a duly authorised representative of a Parish Council or Community Forum may address the Planning Committee or Full Council on an agenda item when considering Planning Applications subject to the detailed rules as described in Paragraph 4 above.