Your Right to Speak at Development Management Committee Meetings

As part of our commitment to openness and transparency, this Authority has adopted a policy of allowing members of the public to address the Development Management Committee when planning applications are being determined.

#### The right to speak

The right to address the Committee is only available at one meeting of the

Committee and extends to:

The local county councillor for the area

A representative of the Community/Town Council in whose area the site is situated

Any statutory consultee

The applicant *or* the applicant’s agent *or* other representative in support of the proposal

An objector to the proposal (where one or more wish to speak one person will need to be nominated to speak on behalf of all; in the absence of agreement the first registered will be allowed to speak). More than one speaker will only be allowed in wholly exceptional circumstances at the discretion of the Chairman and officers.

***Please note the right to speak does not apply to Committee Site Visits***

#### Notification

 Anyone wishing to speak must notify Admin Support, Development Management at the address overleaf, in writing, by fax or by e-mail, (a pro-forma is enclosed for your convenience) no later than 10am, or receipt of the first post, 3 working days before the meeting – Under the present arrangements this will mean by 10.00am on the Friday morning preceding the Committee Meeting commencing 10.00am on the following Wednesday.

 All requests to speak shouldidentify clearly the application in question and specify the name of the person who wishes to speak. A summary of the points to be addressed should also be included. This should be based on planning reasons only and if you would like advice on what constitutes such reasons please contact the office.

 You may address the Committee in English or Welsh, at your discretion. The advance notice should specify which language you wish to use when addressing the Committee.

As there will be many items on the agenda, we cannot advise you at what time the application in which you are interested will be heard. In all cases you should report to Reception 30 minutes before the start of the meeting for a briefing on the Agenda order etc.

### General

 1. Determination of an application will not be postponed because an individual who has indicated a wish to speak is not ready to do so when the application is announced or is unable to attend the meeting.

2. In the case of dispute, the Chairman’s ruling is final.

3. The use of video or tape recorders or cameras at the meeting is not permitted.

### Procedure at the Meeting

1. An individual is permitted to speak for a maximum of five minutes.

2. Only those persons who have given advance notification will be entitled to speak. Late requests will not be accepted.

3. Those invited to speak will be called on to do so by the Chairman when the relevant part of the agenda is reached. See General point 1 above.

4. Those who speak are urged to speak as succinctly as possible, without repeating points that are already known to Committee members and without over-running the time allotted to them by the Chairman. It is important to restrict discussion to planning issues. It is in everyone’s interests to present views courteously and with proper respect for the opinions of others.

5. The procedure at the Development Management Committee meeting will be as follows (subject to the Chairman’s discretion):-

 a) Chairman announces the application

b) Planning officer describes the application, the matters to be considered and provides a recommendation with visuals of site and plans as necessary

 c) Representations will usually be heard in the following order:

 i. Local County Council Member

 ii. Community/Town Council Representative

 iii. Statutory consultees

 iv. Objectors

v. Applicant or Agent or representative in support

d) The Chairman may seek clarification on any points raised after each representation, as deemed necessary.

 e) Planning Officer makes final comments and recommendation

f) Debate and decision by the Committee (officers will respond to points as necessary)

## Contacting the Authority

## To notify the Authority that you wish to speak in respect of a planning application please contact Admin Support, Development Management, in writing at:

Pembrokeshire Coast National Park Authority, Llanion Park, Pembroke Dock,

Pembrokeshire, SA72 6DY

By Fax on 01646 689076 By e-mail to dc@pembrokeshirecoast.org.uk

**Remember to include the following in your correspondence:**

The name of the person who will be speaking

## Details of the matters to be raised, where appropriate

The language you wish to use when addressing Committee.

**NOTE:** Speakers should bear in mind that in making their presentations to

Committee they have no special protection from the laws governing slander, libel or defamation.

# PEMBROKESHIRE COAST

# NATIONAL PARK AUTHORITY



PUBLIC PARTICIPATION

AT

DEVELOPMENT MANAGEMENT

 COMMITTEE MEETINGS

#

For more information telephone Development Management on 0845 345 7275