

Report of Director of Planning and Park Direction

Subject: Review of the Public Participation Scheme at Meetings of the Development Management Committee (DMC)

Purpose of Report

To review changes made to public participation at Development Management Committee guidance document.

Background

The Authority introduced public speaking at its Development Management Committees in 2002 and some changes were made to the procedures at a meeting of the National Park Authority on 7th December 2011. The clear intention of the scheme was to allow public speaking at one meeting only on each application and the wording of the scheme was intended to make that clear.

At the National Park Authority Meeting on 16th June 2021, and following a member workshop on the subject, it was agreed that public speaking would be permitted at the first committee meeting an application was heard at for a period of 5 minutes and public speaking would be permitted on the same application for a period of 3 minutes at any subsequent meetings eth application may be deferred to.

Proposal

During the discussion at the NPA meeting of 16th June 2021, several changes to the guidance document were suggested. It was determined that the public speaking arrangement be altered and that the guidance document be referred back to a future NPA meeting for consideration.

Financial considerations

There are no cost or staffing implications.

Risk considerations

A clearly written policy will minimise any confusion to members of the public

Compliance

Public speaking at Planning Committees is good practice.

Human Rights/Equality issues

These changes have no human rights or equality implications.

Biodiversity implications/Sustainability appraisal

There are no implications.

Welsh Language considerations

Members of the public have always, and will continue to have, the ability to address the Committee through the medium of Welsh, with appropriate notice as set out in the guidance.

RECOMMENDATION:

That Members endorse the changes to the guidance document.

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Consulted/engaged with: Mike Kent, Janet Evans

**PEMBROKESHIRE COAST
NATIONAL PARK AUTHORITY**



**PUBLIC PARTICIPATION
AT
DEVELOPMENT MANAGEMENT
COMMITTEE MEETINGS**

For more information telephone
Development Management on 01646 624800

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 available at all meetings of the Development Management Committee and extends to:

The local County Council Member for the area;
A representative of the Community/Town/City Council in whose area the site is situated;
Any statutory consultee;
The applicant *OR* the applicant's agent;
Supporter of the proposal;
Objector to the proposal

(In each of the above categories where one or more person wishes 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).

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, by e-mail or in writing, (a pro-forma is enclosed for your convenience) no later than 10am on the Friday morning preceding the Committee Meeting on the following Wednesday.

All requests to speak should identify clearly the application in question and specify the name of the person who wishes to speak. A summary of the points to be raised should also be included. **This should be based on matters raised in original representations and be relevant planning issues. These include but are not limited to:**

- Relevant national and local planning policies
- Appearance and character of the development, layout and density
- Traffic generation, highway safety and parking/servicing;
- Overshadowing, overlooking, noise disturbance, odours or other loss of amenity.

Speakers should avoid referring to matters outside the remit of the Development Management Committee, such as;

- Boundary disputes, covenants and other property rights
- Personal remarks (e.g. motives, actions to date, conduct of the Authority)
- Rights to views or devaluation of property.

You are welcome to address the Committee in Welsh or English. The advance notice should specify which language you wish to use when addressing the Committee. **The Authority encourages the use of Welsh language and are happy to facilitate any request to address the Committee in Welsh.**

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 cases where the meeting is not a virtual one you should report to Reception 30 minutes before the start of the meeting for a briefing on the Agenda. For virtual meetings a test access meeting will be held the day before.

General

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.

In the case of a request to share the time allocated for public speaking this can be agreed at the Chair's discretion.

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

Procedure at the Meeting

1. **An individual is permitted to speak for a maximum of 5 minutes at the first meeting an application is heard at and 3 minutes at any subsequent meetings, provided the subsequent presentation includes new information.**
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.
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):
 - Chairman announces the application
 - Planning officer describes the application, the matters to be considered and provides a recommendation with visuals of site and plans as necessary
 - Representations will usually be heard in the following order:
 - Local County Council Member
 - Community/Town/City Council Representative
 - Statutory consultees
 - Supporter
 - Objector
 - Applicant or Agent
 - Members through the Chairman may seek clarification on any points raised after each representation, as deemed necessary.
 - Planning Officer makes final comments and recommendation
 - Debate through the Chairman and decision made 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 e-mail to dc@pembrokeshirecoast.org.uk

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.