

Procedure for public speaking at Meetings of the Development Control Committee and Rights of Way Committee

Who can attend Committee meetings?

Committee meetings are usually held at Endeavour House, Russell Road, Ipswich IP1 2BX where there are adequate arrangements for people with mobility difficulties.

The Development Control and Rights of Way Committees are open to the public and proceedings can be observed from a public area. Fire and safety considerations determine the seating capacity of the public area and when a particular proposal attracts considerable interest, alternative arrangements may have to be made to accommodate those wishing to listen to the proceedings. If the Committee considers confidential information, the public and press will be asked to leave for that part of the meeting.

At the discretion of the Chairman, the local County Councillor(s) may speak for up to five minutes on any agenda item.

Members of the public cannot take part in the debate. However, certain people who have made written representations on a proposal may be allowed to address the Committee as set out below.

Who can speak at Committee meetings?

One representative from each of the following categories can address the Committee for **up to five minutes**:

- To object to the proposal (having already made objections in writing)
- To support the proposal
- To give the views of the parish or town council, a parish meeting, or, at the Chairman's discretion, another relevant public body (for example, in the case of the Rights of Way Committee - Network Rail)
- As the applicant (where applicable)

A maximum of five minutes public speaking will be allowed for each category, but in exceptional circumstances this may be amended at the discretion of the Chairman of the Committee. In appropriate circumstances, the Chairman also has discretion to allow more than one objector or supporter to speak

For the purpose of public speaking, the Chairman will decide whether an Agenda Item will be treated as a whole, or split into separate elements on which members of the public can speak in the categories listed above. For the Rights of Way Committee, this may happen if the Committee wishes to consider a proposal affecting a large area on a street-by-street basis. For the Development Control Committee, an example would be where it needs to consider a large scheme involving a number of different interests over a wide geographic area, for example a road scheme where at one end there may be concerns about noise impact on residents, whilst elsewhere the main objection might relate to ecology or loss of trees.

If an individual is unhappy about speaking in public, a representative of that person will be permitted to speak.

How do I register to speak at Development Control or Rights of Way Committee Meetings?

If you wish to speak, you must apply, in writing by no later than noon on the day before the Committee meeting. In exceptional circumstances, and at the discretion of the Chairman, a person may be allowed to make representations without having given notice.

Applications to speak at Development Control or Rights of Way Committee meetings should be made on the attached form to the Democratic Services, Suffolk County Council, Endeavour House, Russell Rd, Ipswich, IP1 2BX, email: committee.services@suffolk.gov.uk, or by telephone on 01473 26 5119.

If, in any category, more than one person wishes to speak, the Committee Administrator will contact the people involved before the meeting, and encourage them to agree between themselves how the available time of five minutes will be used, either by the time being apportioned between them, or on the basis that one person speaks for all.

What is the procedure for Rights of Way or Development Control Committee meetings?

At the request of the Chairman, the officer will introduce the matter.

The Chairman will then invite speakers in the following order:

- (i) The local County Councillor(s)
- (ii) Objector
- (iii) Supporter
- (iv) A representative of the parish/town council (or parish meeting) or, at the discretion of the Chairman, another relevant public body
- (v) Applicant (where appropriate)

At the conclusion of each address, where members of the Committee have questions of fact or clarification relating to your presentation, they will be addressed to the Chairman in the first instance. Speakers may not ask questions.

After each speaker has been heard, the Chair will request the officer to respond to any comments, questions or issues before inviting the Committee to debate the issue and make a decision.

Notes to speakers

General

1. In the meeting room, you will sit in the area reserved for members of the public until it is your turn to speak. You will then be asked to speak from a seated position on the Committee floor using the public address system. A member of the County Council's staff will be available to help if necessary.
2. The Chairman will invite you to introduce yourself and any organisation which you are representing, and will ask you to declare any interest which you (and/or the organisation) might have in the outcome of the application. You should declare any property which you own or have an interest in, and which you believe may be affected by the issue, or any financial benefits or losses which could result. You should also declare the interests of relatives, close friends, employers, or clubs and societies of which you are a member, or any organisation which you are representing at the meeting.

3. When you speak to the Committee, you should focus on relevant issues. Remember that your time is limited and make sure you get your main points across early in your presentation.
4. Your comments should not include any personal or defamatory remarks.
5. You may not ask questions of officers, members of the Committee or other speakers and may take no further part in the procedure once you have spoken and answered questions.
6. It would be appreciated if you could provide a copy of your script to the Committee Administrator to assist in the production of the record of the meeting.

Rights of Way Committee

7. You may not raise new evidence in relation to definitive map modification orders, or new matters in relation to public path orders/traffic regulation orders, which ought properly to have been raised at an earlier stage in the consultation process. New information will only be acceptable if it could not reasonably have been submitted earlier.

Development Control Committee

8. For planning applications, relevant issues may include national and local planning policy and guidance, highway safety and traffic, layout and design, visual impact, noise, smell and disturbance. Please note that impacts on private property rights, effect on property values and the motives of the developer are not relevant, and cannot be taken into account by the Committee.

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