

Public Speaking at Meetings of the Development and Regulation Committee

Any member of the public may speak at any meeting of the Development and Regulation Committee, on any matter before the Committee for consideration at that meeting, having already made written representations on the proposal, as set out below.

What is the deadline for applying to speak?

If you wish to speak you must apply, in writing, **by no later than noon on the day before the Committee meeting** (meeting dates can be viewed on the Council's website: www.suffolk.gov.uk/meeting-dates). In exceptional circumstances, and at the discretion of the Chairman, a person may be allowed to make representations without having given notice.

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 (having already made comments in writing);
- To give the views of the parish/town/district/borough council, a parish meeting, or, at the Chairman's discretion, another relevant public body (for example, in the case of a Rights of Way proposal – Network Rail); and
- As the applicant or claimant (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 a Rights of Way proposal, this may happen if the Committee wishes to consider a proposal affecting a large area on a street-by-street basis. For a Development Control proposal, 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, in any category, more than one person wishes to speak, the Democratic Services Officer (DSO) 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.

Can anyone else speak on my behalf?

If you are unhappy about speaking in public, you may ask a representative to speak for you.

Can I ask a question rather than make a statement?

No, speakers may not ask questions at the meeting, but you are welcome to contact officers before the meeting.

What is the procedure at the meeting?

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

The Chairman will then invite speakers to address the Committee in the following order:

- a) The local county councillor(s) – either first or last at the discretion of the Chairman;
- b) Objector;
- c) Supporter;
- d) A representative of the parish/town/district/borough council (or parish meeting) or, at the discretion of the Chairman, another relevant public body; and
- e) 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 Chairman will request the officer to respond to any comments, questions or issues before inviting the Committee to debate the issue and make a decision.

What will happen afterwards?

After you have spoken you may stay for the remainder of the meeting, or leave, as you wish.

The minutes will provide a brief outline of the issues raised and identify the speakers. The unconfirmed minutes will be available no later than five working days before the next meeting of the Committee.

Where are the meetings held?

Most of the meetings of Council and Cabinet are held at Endeavour House, Ipswich, where there are arrangements for people with mobility difficulties. If a meeting is held away from Endeavour House, every effort is made to ensure that it is accessible to

all. Most Council and Cabinet meetings are open to the public, and there is an area of seating for people wishing to observe the meeting.

Fire and safety considerations determine the seating capacity of the public area and when a particular proposal attracts considerable interest, if possible alternative arrangements will be made to accommodate those wishing to listen to the proceedings. If the Council or Cabinet considers confidential information, the public and press will be asked to leave for that part of the meeting.

What time should I arrive?

Please try to arrive about 15 minutes before the meeting, so that we can explain the seating arrangements and use of the microphones. If you have a disability which you think may affect the seating arrangements or give rise to any special requirements, please let us know as soon as possible in advance of the meeting (see below for contact details). We can also provide information about disabled parking facilities.

How do I register to speak at Development and Regulation Committee meetings?

Your application, in writing, must be received by no later than 12 noon on the day before the meeting.

Register your place using the online form: www.suffolk.gov.uk/apply-to-speak

Or send your application to:

Email: committee.services@suffolk.gov.uk; or

Address: Democratic Services, Suffolk County Council, Endeavour House, 8 Russell Road, Ipswich, Suffolk, IP1 2BX

Please make sure you state clearly:

- Your name, address and telephone number.
- The Agenda Item you wish to speak about with a brief description.
- The Committee you wish to speak at.
- If appropriate, the name of any organisation you represent.

If you have any queries, or need any assistance to participate in the meeting, please telephone Democratic Services on: 01473 265119.

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. 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.
5. It would be appreciated if you could provide a copy of your script to the Democratic Services Officer to assist in the production of the record of the meeting.

Rights of Way proposals

6. You should not raise new evidence in relation to definitive map modification orders, or new matters in relation to public path orders/traffic regulation orders, which was available and ought properly to have been raised at an earlier stage in the consultation process. New information which could not reasonably have been submitted earlier will be considered.

Development Control proposals

7. 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.