

## **YOUR RIGHT TO SPEAK – PLANNING COMMITTEE**

Members of the public have the right to address meetings of the Borough Council on issues listed on Council agendas. Time is also set aside at the beginning of most meetings for the public to ask questions. The following information sets out the procedure for speaking at meetings of the Planning Committee on both planning applications and other items listed on the agenda.

### **IF YOU WOULD LIKE ANY FURTHER INFORMATION OR HAVE ANY QUERIES PLEASE CONTACT:**

#### **Local Democracy**

1 Grove Road,  
Eastbourne, BN21 4TW

Tel: (01323) 415023 or 415031

Minicom: (01323) 415111

Fax: (01323) 410322

E-Mail: [localdemocracy@eastbourne.gov.uk](mailto:localdemocracy@eastbourne.gov.uk)

Council Website: [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk)

## PLANNING COMMITTEE – YOUR RIGHT TO SPEAK

### Details of Meetings

A calendar of meetings for the year is available on the Council's website. Details of meeting dates and times are also publicised outside the Town Hall and at the Central Library. Meetings of the Planning Committee take place in the Town Hall, Grove Road, Eastbourne at 6.00pm. Agendas are published about a week before the meeting, which detail all the planning applications to be discussed and may be viewed at the reception point at the Town Hall or on the Council's website. Public copies of the agenda are available at the meeting. Please contact Local Democracy if you require information before the meeting or a copy of the agenda.

### Registering your Interest – Planning Applications

If you wish to address the committee regarding a planning application you need to register your interest, **outlining the points you wish to raise**, with the **Case Management Team** or Local Democracy within **21 days** of the date of the site notice or neighbour notification letters (detail of dates available on the Council's website at <http://www.eastbourne.gov.uk/planningapplications>). Requests made beyond this date cannot normally be accepted. This can be done by telephone, letter, fax, e-mail or by completing the local democracy or planning contact forms on the Council's website.

**Please note: Objectors** will only be allowed to speak where they have already submitted objections in writing, new objections must not be introduced when speaking. It is helpful if you can provide the case officer with copies of any information, plans, photographs etc that you intend to refer to no later than 1.00pm on the day before the meeting.

Normally, only one objector is allowed to address the Committee on each application and applications to speak will be registered on a 'first come, first served basis'. Anyone who asks to speak after someone else has registered an interest will be put in touch with the first person, or local ward Councillor, to enable a spokesperson to be selected. The Committee may allow more than one objector to speak in certain circumstances.

### Guidance for Speaking

It is useful to prepare some notes in advance to ensure that all the important points are covered. Try and be brief and to the point and ensure that your comments relate to planning matters that can be taken into account by the Committee. These include the Council's Borough Plan, the effect of an application on amenities, residents or the character of the area. Raising non-planning matters such as the impact on property values, competition with existing businesses and private concerns, such as covenants, will not influence the Committee's decision.

Owing to the volume of business at each Planning Committee, a time limit of **3 minutes** shall apply to each speaker, although this may be extended at the Chairman's discretion.

Begin by giving your name and address and whether you are speaking as an individual or as a representative of a group.

It is important that derogatory or defamatory statements are avoided. There is no legal protection for comments made at meetings.

## **Meeting Procedure**

You should arrive at the Town Hall at least 15 minutes before the start of the meeting. The Committee Administrator will take your name and give an explanation of the procedures. Planning applications on which members of the public have asked to speak are dealt with first.

The Chairman will announce the application and invite Officers to make a brief summary of the planning issues.

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

Objector(s),  
Ward Councillor(s) (if present),  
Applicant/agent.

Each speaker will be allocated 3 minutes.

The objector or applicant can only be heard once on any application, unless it is in response to a question from the Committee. Objectors are not able to take any further part in the debate and must not interrupt the meeting.

The Committee will then debate the application and a decision will be made.

In the event that the Committee defers an application before public speaking has taken place, the objector(s) will be offered the opportunity to speak prior to its consideration at a subsequent meeting.

## **Registering your Interest – Items listed on the Agenda**

Members of the public also have the right to address the committee on a matter that is listed on the agenda (other than planning applications). Requests by members of the public to speak must be **received** in writing by no later than 12 Noon, 2 working days before the meeting e.g. if the meeting is on a Tuesday, received by 12 Noon on the preceding Friday). The request should be made to Local Democracy at the address listed below. The request may be made by letter, fax or email. For further details on the rules about speaking at meetings please contact Local Democracy.

**Local Democracy**, 1 Grove Road, Eastbourne, BN21 4TW Tel: (01323) 415023, Text Relay: 18001 01323 410000 Fax: (01323) 410322  
E Mail: [localdemocracy@eastbourne.gov.uk](mailto:localdemocracy@eastbourne.gov.uk)

Website at [www.eastbourne.gov.uk](http://www.eastbourne.gov.uk)