



## **DENNINGTON PARISH COUNCIL PLANNING MEETINGS**

### **Public Speaking Guide**

#### **HOW CAN I FIND OUT WHEN THE PARISH COUNCIL WILL CONSIDER AN APPLICATION?**

The Parish Council is consulted on all planning applications and gives wide publicity to all applications i.e. an agenda is placed on the Parish Notice Boards:

- i. Situated on the West side of the Post Office wall
- ii. Owls Green.
- iii. The wall of the Corner House, Laxfield Road.

The Council welcomes the views of the public so that these can be taken into account when applications are discussed.

When the Parish Council considers applications, the views of objectors and supporters will be summarised in the Parish Council planning minutes.

#### **HOW DO I ARRANGE TO SPEAK AT THE MEETING?**

- Contact the clerk. You must register your wish to speak by telephoning the clerk, Mrs Cunningham on (01728) 63859 **at least 48 hours before the meeting starts if you wish to speak about the planning application.**
- If circumstances do not allow you to inform us in advance, you may attend on the day of the meeting and give your name to the clerk. However, the Councillors reserve the right to deny public speaking where it is found necessary they need to establish unknown facts.

**NOTE:** It is always worth ringing few days before a meeting because the applicant sometimes withdraws proposals.

#### **WHEN AND FOR HOW LONG CAN I SPEAK?**

A number of applications and reports can be considered at the Parish Council Planning Meetings. Applications on which people wish to speak will be brought forward in the agenda.

Each speaker will be given a maximum of 3 minutes or, in the case of more than one objector or supporter wishing to speak, 3 minutes for each relevant group. The time must be allocated to a spokesperson or shared between all speakers for each group. Where an applicant and their agent intend to speak the three minutes is split between the two. **Speakers will not be allowed under any circumstances to exceed this time limit.**

#### **CAN I USE ILLUSTRATIVE MATERIAL TO MAKE MY POINT?**

Yes. You can bring maps, plans or photographs, which can be shown, to Councillors as part of your presentation.

## **WHAT CAN I SAY AT THE MEETING?**

Please try to be brief and to the point. Limit your comments to the application and relevant planning issues, for example:

- Planning policy (Government guidance, Structure and Local Plans)
- Design, appearance, layout and effect on nearby property
- Noise disturbance, smell and residential amenity
- Highway safety and traffic issues
- Impact on trees, conservation areas, listed buildings or nature conservation.

**Note:** There are issues which are not relevant to planning. We would wish to hear all your views but some may not be able to be taken into account by the Councillors when the decision is made.

Please avoid matters, which cannot be considered by the Council such as:

- Boundary disputes, covenants or other property rights
- Personal remarks (e.g. the applicant's motives)
- Reduction in property values
- Loss of private views over the land.

## **ORDER OF PRESENTATION AT THE MEETING**

A meeting consists of any member, or all of the Parish Council, subject to a quorum and the Clerk to the Parish Council.

The Chairman will announce the particular item to be heard and either the Clerk or the Chairman will present the application or report based on the agenda item. The Chairman will then invite each speaker to address the Councillors. The order of speakers is generally:

- i. Supporters
- ii. Objectors
- iii. The Ward Representative may also speak at the end.

You will have up to three minutes to put your points, subject to the restraints outlined above, and it may be helpful if you were happy to answer questions. When all the speakers have been heard, there will be a discussion amongst the Councillors and a decision will be made.

When the particular item you have an interest in has been heard, you may leave the meeting.

## **DO I HAVE TO ATTEND THE MEETING TO MAKE MY COMMENTS KNOWN TO COUNCIL?**

No, but you can put your comments in writing. Whilst the full text of any letters received in connection with a planning application is not relayed to council members, any issues and concerns will be included in the assessment and/or referred to in the clerk's presentation.

You can also ask your District Councillor to speak for you.

## **ARE DECISIONS TAKEN AT THE MEETING?**

After discussion, the Chairman will ask the Councillors to come to a decision based on the submitted documentation and public contributions. They can decide to recommend approval or refusal of the planning application. The decision is recorded in the minutes of the meeting by the clerk. Details of the recommendation are sent to SCDC.

**The decision on whether a planning application is granted or refused rests with the local authority, Suffolk Coastal District Council.**

The Parish Council submits the Council's recommendations as a consultee to SCDC. The Clerk is informed at a later date of all decisions which are then reported to the next Parish Council Planning Meeting.

In addition, interested parties, members of the public or the applicant also have the right to comment or ask questions on any planning application by making direct representations to the SCDC Planning Department.