You have an opportunity to speak at the Council’s Planning Committee meetings

Who can speak at the meeting?
People who wish to object to, or support an application. This includes Town or Parish Council(s). Please read all of this leaflet which describes the procedure in detail.

What items can I speak on?
Applications for planning permission, and similar applications, e.g. those for listed building consent, which form the Schedule of Applications for Determination. The Council does not permit the public to speak on enforcement matters or other items not on the schedule of applications. Speaking can only take place at the Council’s Planning Committees. Where an application is referred back to Planning Committee, the discussion will relate to the matter as dictated by the committee’s resolution unless new material considerations have arisen in the meantime and therefore the opportunity for third party submission or speaking at that meeting should be restricted to those confines.

How can I find out when an application will be considered?
To find out the date when the application is likely to be considered this information can be viewed on our website www.e-lindsey.gov.uk click on Planning, then click on “search, view & comment on planning application” then click on search for planning application at bottom of page, then search and select appropriate application number, once application found click on important dates and it will give the committee meeting date. Or alternatively telephone the office (see the back of this leaflet for numbers). An application is not normally reported to Committee within four weeks of its receipt. More complex and contentious applications sometimes do not reach Committee for several months. Applications are sometimes advanced or delayed as information becomes available and if you are interested, as an objector for instance, in speaking, it is important that you keep in contact with us to find out the likely date of consideration.

All Planning meetings are held at Manby and usually start at 10am. However this may be subject to change and we will be able to confirm the start time at least a week in advance. Please note that about 10% of the planning applications we receive are considered by Committee; the rest are decided by the Service Manager - Development Control under delegated powers. In deciding these applications the account will be taken of all views received in writing.

Do I need to attend the meeting to make my views known to the Committee?
No, and you may not wish to if the Officers’ recommendation is the same as your view. In any event, if you put your views in writing, we will report them to Committee before a decision is made. Please note that we normally summarise the points made in letters, and do not report them in full; we do not circulate letters received to Members. Your representation will be taken into account when the application is being dealt with, but it should be noted that such representation is open to public inspection in accordance with the provisions of the Local Government (Access to Information) Act 1985, even if marked Private and Confidential. Only e-mail addresses, phone numbers, signatures and third party information will be redacted.

Can I use photographs or other materials to illustrate my points?
No, as this will tend to disrupt proceedings, and you will not be allowed to circulate materials at the same time as you speak. However any comments or photos to be included onto the supplementary agenda must be submitted by noon on the Tuesday before the planning committee on the Thursday.

How do I arrange to speak at the meeting?
All speakers can register one week before the meeting takes place. Please ensure this is done by 12 noon on the Tuesday before the meeting on the Thursday. Comments or any photos to be included on the supplementary agenda, be submitted by noon on the Tuesday before the Planning Committee meeting on the Thursday.

Before the meeting starts an Officer will speak to the members of the public present and ask them which applications they are interested in. We advise you, if several people are interested, that you should agree, before the meeting, that one person will speak for everyone. If this does not happen (or you cannot agree) then we will have to decide who should speak. In deciding who should speak in favour of the application, the applicant will be given precedence over supporters. We will ask you for permission to share your contact details with other people who wish to speak, but this is not a requirement.

Notice of intention to speak should be made with Democratic Services (Tel 01507 613422).
What will happen when my item is considered?

1. The Planning Officer makes his or her presentation, adding to, updating and illustrating the written report already circulated to Committee members.

   The following order will usually apply:

2. An objector is allowed to speak - please note we can only allow one person to speak - for up to 3 minutes.

3. The Town/Parish Council is allowed to speak for up to 3 minutes. If more than one Town/Parish Council wish to speak they each have up 3 minutes and will present in alphabetical order, but are encouraged to put their points as one.

4. The applicant (or representative) or supporter can speak for up to 3 minutes.

5. Members of the Planning Committee will then be given 10 minutes to ask questions to the speakers.

6. The ward member or other interested members in addition to those on Planning Committee be allowed to speak usually for a maximum of 5 minutes, but longer at the Chairman's discretion

7. The Councillors who make up the Committee debate the matter (and may request further information of the Planning Officer) before reaching a decision.

Please Note:
- You will be asked to say who you represent.
- You will be required to stop speaking if you exceed the time allowed.
- Speakers will not be permitted to ask questions.
- The consideration of an application will not be delayed simply because someone who wishes to speak is unable to attend the meeting.

What can I say at the meeting?

You can say whatever you like provided it is a statement of fact or opinion, but your words are likely to have the greatest impact if you:

- Are brief and to the point
- Limit your views to the planning application
- Confine yourself to relevant planning issues.

Planning Issues

Examples of relevant planning issues:

- Planning policy, e.g. the local and structure plans, other local planning policy, Government guidance, case law, previous decisions of the Council.
- Design, appearance and layout.
- Impact on visual or residential amenity, including possible loss of light or over-shadowing, loss of privacy, noise disturbance, or smell or nuisance.
- Impact on trees, listed buildings or a conservation area.
- Highway safety and traffic.

Examples of issues which cannot be taken into account:

- Private property rights - boundary or access disputes, restrictive covenants, rights of way, ancient rights to light.
- Effect on property values.
- Personalities, or an individual's motives.
- Matters covered by other legislation for example Environmental Health or Licensing laws.
- You should not make derogatory or defamatory statements as there is no legal protection for comments made by the public.

Will a decision be made at the meeting?

Most applications considered by the Planning Committee are decided at the first Committee meeting. However, some could be:

- Deferred to a future meeting for more information to be obtained or for negotiations to take place;
- Deferred to a future meeting for decision if the application is contrary to the Council's planning policies but is supported by the Committee.

In both cases, you will be entitled to speak at the second or subsequent Committee meeting.

Audio Recording Protocol

From April 2017 Audio Recording of the Planning Committee will be carried out and published on the Council's website. The details are as follows:

- The agenda will indicate that the meeting will be recorded.
- The Chair will include an announcement on the recording of the meeting as part of the opening of the meeting announcements.
- Letters/emails to applicants, supporters or objectors on planning and licensing applications on when an application will be heard will state that the meeting will be recorded.
- The Chair has the discretion to request that recording is paused if continuing to record would prejudice the proceedings of the meeting. An example of circumstances when this might be done is public disturbance or any other suspension of the meeting.
- Recording will stop once a motion to exclude the press and public to deal with exempt or confidential items has been passed.

Contact Telephone Numbers:

Switchboard: 01507 601111  Fax: 01507 600206
Planning Administrators: 01507 601111  Ext. 3154 or 3171
Committee Administrators: 01507 601111  Ext. 3422 or 3423