

# SCHEME FOR PUBLIC SPEAKING AT PLANS BOARD MEETINGS

## 1. Introduction

The Council is responsible for determining applications for planning permission. Some of the applications are decided by the Council's Plans Board, these are usually major applications, those that are contrary to policy or applications from the Council itself. Other applications may be determined by an officer of the Council, the Head of Planning & Environmental Services under 'delegated powers'.

### How do I arrange to speak at Plans Board?

A person wishing to speak must contact the Democratic Services team by no later than 12 noon on the day before the meeting, by e mail to [publicspeaking@telford.gov.uk](mailto:publicspeaking@telford.gov.uk), by telephone on 01952 383214, or by letter to:

Democratic Services  
Telford & Wrekin Council  
Civic Offices  
Po Box 215  
Telford  
TF3 4LD

Speakers must register to speak. Speakers can not attend the meeting to speak without giving the due notice shown above.

## 2. Who can speak at Plans Board Meetings

Any of the following can speak:

- The person applying for planning permission (or his or her agent or other representative) is entitled to speak in support of their application.
- Any other member of the public (or his or her agent or other representative) who has **already submitted their comments to the Planning Officer in writing** during the consultation process is entitled to speak either in favour or against the application.
- A representative of a Parish or Town Council which has **already submitted its comments to the Planning Officer in writing** is entitled to speak either in favour or against the application, providing that the property is situated within that Parish or Town Council area.
- Borough Ward councillors, providing that the property is located within their ward.

## 3. How long is allowed for speaking?

A maximum of 3 minutes is allocated for:

- All those wishing to speak in favour of the application
- All those wishing to oppose the application

- The Parish or Town Council Representative \*
- The Borough Ward Councillor (if not a member of Plans Board).

These time limits will be strictly adhered to and only in exceptional circumstances will the Chairman agree to extend these time limits. An applicant in favour of the application can speak even though an objector does not and vice-versa.

\* The Parish or Town Council representative must be authorised by the Parish or Town Council, the Parish/Town Clerk or the Parish/Town Planning Committee. They should speak on behalf of the Parish and not as an individual. A Parish or Town Council representative can only speak in relation to an application within the Parish/Town Council boundary.

#### **4. What if more than one person wishes to speak?**

If more than one person wishes to speak, either in favour or against a proposal there are two options:

- A spokesman may be appointed on behalf of all those either in favour or against a proposal
- The speakers can agree to share the 3 minutes between them

#### **5. What is the Procedure for Speaking?**

The Chairman will announce the application and a Planning Officer will give a brief presentation of the application. Speakers will then be invited to address the Board in the following order:

1. Objector (or agent/spokesperson on behalf of objectors)
2. Applicant or their agent/spokesperson
3. Parish/Town Council representative
4. Borough Ward councillor

The Chairman will have the discretion to halt the Speaker should they begin to stray from the discussion of planning grounds or make inappropriate or offensive comments. Speakers may read from prepared statements, but can not distribute or display material. Once speakers have finished they will be asked to retake their seats in the public gallery and will take no further part in the meeting.

#### **6. What can I say?**

Comments must be based on planning issues.

Speakers must not:

- Make statements of a personal or slanderous nature
- Be abusive; or
- Interrupt other Speakers or the debate of the Plans Board

Speakers should explain or elaborate on the issues raised in their written comments but must not raise new planning or other issues which were Not included in their written comments. Additional material such as plans or photographs can not be handed out at the meeting.