



## PLANNING COMMITTEE

### PROTOCOL FOR PUBLIC STATEMENTS AT MEETINGS

#### (ARTICLE 16: COVID-19 INTERIM DECISION MAKING ARRANGEMENTS)

**This protocol makes provision for public statements to be taken into account in the decision making process at virtual meetings of the Planning Committee. It enables objectors and applicants/supporters to submit a written statement on planning applications for consideration at the meeting where they would normally submit a request to attend and speak at a physical meeting. These statements will be read out at the meeting on their behalf.**

**This protocol is separate from and is not intended to replicate or replace the procedure of submitting a written representation on a planning application to the Planning Offices during the consultation period.**

1. Objectors and applicants/supporters, including Parish or Town Council representatives, who wish to provide a written statement to be read out on their behalf at the Planning Committee must submit this to Democratic Services by 12noon on the day before the meeting.
2. There will be a maximum of two statements from objectors and a maximum of two statements from applicants/supporters on each planning application considered by the Committee. Each statement may consist of up to 450 words.
3. Statements will be accepted on a first come, first served basis. Statements will not be accepted once the limit has been reached. Objectors, and applicants/supporters with similar views are encouraged to co-ordinate in advance in the production of statements.
4. Statements will be read aloud by the Democratic Services Officer once the Presenting Officer has completed their presentation on each planning application.
5. Ward Councillors who have referred an application to the Planning Committee for decision will be expected to attend and speak at the meeting wherever possible, to explain their reasons for the call in. Other Ward Councillors may also wish to attend and speak at the meeting.
6. Any Ward Councillor attending and speaking at the meeting must also submit a written version of what they intend to say to Democratic Services by 12noon on the day before the meeting. In the event of a Ward Councillor not being able to access the meeting at the appropriate time for any reason, this statement will be read out on their behalf to ensure their views can be taken into account. Statements may consist of up to 900 words.
7. Any member of the Planning Committee who has referred an application to the Committee for decision and who has a predetermined view on that application may speak as a Ward Councillor in accordance with the provisions in this protocol, but will not be able to participate in the discussion or vote as a member of the Committee.
8. Written statements should refer to planning related issues as these are the only matters the Committee can consider when making decisions on planning applications.

Statements must direct points to reinforcing or amplifying the planning representations already made to the Council in writing. Guidance on what constitutes planning considerations is included at the end of this document. Statements must not include derogatory or defamatory comments.

9. Anyone submitting a written statement who wishes to provide still photographs or illustrations (a maximum of five) to be displayed on screen while their statement is being read aloud must submit these to Democratic Services by 12noon TWO DAYS before the meeting.
10. Presentations other than those by the Presenting Officer(s) will not be facilitated at the meeting.
11. Any updates on planning applications to be considered by the Committee will be published by Democratic Services as soon as possible after 12noon on the day before the meeting.
12. In considering each application the Committee will normally consider contributions from people in the following order:
  - Presenting Officer(s)
  - Objectors
  - Applicant/Supporters
  - Ward Councillors (for the avoidance of doubt and for the purposes of this protocol, the term 'ward councillor' means a councillor who is not a member of the planning committee)
  - Questions and discussion by Members of the Planning Committee, which may include points of clarification from Officers, leading to a decision.
13. Exceptionally, in cases of significant major planning applications the Chairman of the Planning Committee may exercise discretion in respect of provisions within this protocol. Arrangements will be agreed in advance in consultation with Planning Services and Democratic Services.
14. Please note that virtual meetings of the Planning Committee are recorded for live and subsequent broadcast by the Council, and will be published on the Council's website for a minimum of six months after the meeting date. Agenda, reports and broadcasts can be accessed using the following link:  
<https://democracy.bcpCouncil.gov.uk/ieListMeetings.aspx?CId=290&Year=0>

For further information about public statements at Planning Committee please contact [democratic.services@bcpcouncil.gov.uk](mailto:democratic.services@bcpcouncil.gov.uk)

This Protocol has been adopted in accordance with the provisions of Article 16 of the Council's Constitution - Covid-19 Interim Decision Making Arrangements. A copy of the Council's Constitution can be accessed using the following link:  
<https://democracy.bcpCouncil.gov.uk/ieListDocuments.aspx?CId=151&MIId=4091&Ver=4&Info=1>

The National Planning Portal provides the following guidance on material planning considerations:

'A material consideration is a matter that should be taken into account in deciding a planning application or on an appeal against a planning decision. Material considerations can include (but are not limited to):

- Overlooking/loss of privacy
- Loss of light or overshadowing
- Parking
- Highway safety
- Traffic
- Noise
- Effect on listed building and conservation area
- Layout and density of building
- Design, appearance and materials
- Government policy
- Disabled persons' access
- Proposals in the Development Plan
- Previous planning decisions (including appeal decisions)
- Nature conservation

However, issues such as loss of view, or negative effect on the value of properties are not material considerations.'

[https://www.planningportal.co.uk/faqs/faq/4/what\\_are\\_material\\_considerations](https://www.planningportal.co.uk/faqs/faq/4/what_are_material_considerations)