

Public speaking at Planning Committee for remote meetings held during COVID-19 restrictions

What you need to know as an applicant or objector

Who can speak at Planning Committee?

This guidance explains our public speaking scheme and how you can take part as a planning applicant or agent, or as an objector to a planning application.

District and County Council ward members and Parish Councillors may address the Planning Committee as part of the planning process, and Broads Authority members may speak in line with our Code of Conduct for Members on Planning Committee.

Applicants and objectors may speak on planning application matters where the Authority is the decision maker. The scheme does not apply to enforcement matters, proposals dealt with under delegated powers, consultations or policy matters such as the Broads Local Plan.

When will remote meetings take place?

Our Planning Committee meetings are generally held every four weeks on a Friday, starting at 10am. Participants will take part in our remote meetings by video-conferencing, using the Lifesize meeting platform. Meetings will be also live streamed for public viewing.

The agenda and meeting documents will be published on the Authority's website one week before the meeting, and will include a link to the live stream. Meeting participants will be sent separate joining instructions to the relevant meeting. Please email committees@broads-authority.gov.uk with any special needs or concerns.

Website: <https://www.broads-authority.gov.uk/about-us/committees/planning-committee>

Are you concerned about a proposed development?

As soon as you hear about the planning application, look at the details on the Planning pages of our website at <https://www.broads-authority.gov.uk/planning> or contact the relevant Planning Officer, who will tell you how to view the plans.

If you wish to object to an application, you must first do so in writing within the specified 21-day consultation period. If objections are received, the application will usually be considered by the Committee but this is not always the case, so it's important to submit your written objection by the consultation deadline.

Do you want to speak directly to the Planning Committee?

The Committee team will send joining instructions to all remote meeting participants, together with guidance notes on meeting protocol and procedures. If you are unable or unwilling to join a Lifesize

meeting, your written statement will be read by the Chair. Please see the guidance notes for more information.

Information for applicants, agents and supporters

To help the Planning Committee make informed decisions, make sure the Planning Officer dealing with your proposal has all the facts they need for their report to the Committee.

Either you or your agent (but not both) will have the opportunity to speak in support of your application at the remote meeting, particularly to clarify issues raised by Committee members or to respond to objectors. Any other supporters will be asked to share your allotted speaking time.

Information for objectors

If you wish to speak at the remote meeting, please notify the Committee Officer **at least 3 days** before the meeting. It would be helpful to send your statement to the Committee team in advance of the meeting, in case there is a problem with the remote meeting audio-video connection.

All written objections will be reported to the Committee and taken into consideration, so it's not essential for you to speak. You may also attend the meeting as an observer.

Additional material

If you, as an applicant or objector, intend to provide any additional material when you speak, you must send it to the Committee team **at least 3 days** before the meeting, so it can be seen by members and included in the officer presentation if necessary. Any additional material submitted after this deadline may not be considered.

When will the application be considered?

Some applications take longer to process than others, so please keep in touch with the Planning Officer or Committee Officer to find out the date of the relevant meeting. Even when you have been given a date, contact us again up to 5 days before the meeting to make sure the application is on the agenda. Applications are sometimes delayed or withdrawn.

What will happen at the remote meeting?

Applications may not be considered in the order on the agenda, so we can't say when a particular application will be heard. For more information on how you will join and take part in the remote meeting, please refer to the guidance notes for joining Lifesize meetings.

The decision-making process at meetings

Presentation, assessment and recommendation

The Planning Officer describes the proposal and the location of the site, outlines any responses from statutory consultees, objectors or supporters, gives the policy guidance, and makes an overall assessment of the proposal with a recommendation to the Committee.

Parish Councillors

Five minutes speaking time is allowed.

Objectors

A total of 5 minutes speaking time is allowed. You may have to share this time with other objectors or choose a spokesperson on behalf of all of you.

Applicant, agent and any supporters

A total of 5 minutes speaking time is allowed to reply to matters raised or clarify your case for the proposal. You may have to share this time with other supporters.

Ward or Division Councillors

Five minutes speaking time is allowed.

Please note that the time limit for all speakers is at the discretion of the Chair, who may allow an extension.

Discussion and consideration

The Committee members may ask you questions. Speakers are not allowed to question other speakers, officers or members. The Planning Officer will respond to comments and answer members' questions.

Committee decision

Most decisions will be made on the day. Occasionally members may defer a decision to allow time to get further information, to visit the site or to negotiate improvements to the proposal. If any new evidence is brought to the Committee that could significantly influence a decision, the application will be deferred to the next meeting so officers and members can make a full assessment of the case.

Contact us

The planning process can be complicated, so please don't hesitate to contact our Planning Team for help – we are here from Monday to Friday, 9am to 5pm. For general enquiries call **01603 610734** or email planning@broads-authority.gov.uk. **Officers are working remotely but will still be able to receive emails and take calls.**

Officers	Contact details
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