Public Participation at Planning Committee Meetings

Meetings of the Yorkshire Dales National Park Authority's Planning Committee are open to the public, and members of the public are able to participate. However, members of the public should be aware that the Committee is carrying out a statutory responsibility. Whilst we try to make everyone feel welcome, the meetings do have to be quite formal. There are certain procedures and rules that have to be followed to make sure that applicants, and those that may be affected by a decision, get a fair and consistent hearing.

Applicants and other interested individuals can participate directly in the working of the Planning Committee in two ways:

- making comments in writing before and/or after the publication of the officer's report and/or
- addressing the Planning Committee prior to it making a decision on an application.

Written Comments

1. Comments must reach the Authority's Bainbridge Offices by 9.30am on the Friday before the committee day. Please note due to the timing of the Royal Mail delivery to the office, this will only include postal submissions received on the Thursday. Submissions may also be delivered by hand or electronically.

2. All comments received before the deadline will be summarised in a report that will be circulated to all Members of the Authority and made available on our website. Members will also be able to view all comments in full. Please bear in mind that, if significant new information is put forward after the deadline, it may result in the Committee having to defer consideration of the application.

Speaking at Planning Committee Meetings

3. This procedure applies to items on the Plans List (planning applications) and items on the agenda that relate to modifying planning obligations (this includes both Section 52 and Section 106 legal agreements). The procedure does not apply to planning enforcement cases.

4. Anyone wishing to address the Planning Committee must notify the **Planning Support Team** in writing (email or letter) by 9.30am on the Friday before the Planning Committee meeting. Contact details are set out below. Please note due to the timing of the Royal Mail delivery to the office, this will only include postal notifications received on the Thursday. Notifications may also be delivered by hand or electronically.

Parish Councils

5. A representative verified as authorised by the Clerk or the Chair of the relevant Parish Council/Meeting can register to speak and will be allowed up to five minutes.

Public

6. The total time allowed for speaking by supporters/objectors will be five minutes for each side. If more than one person has notified the Authority of their wish to speak, they should either reach agreement between themselves or the time will be split equally between the first two speakers who have registered.

7. The applicant or their agent may speak for up to five minutes. Supporters other than the applicant will only be allowed to speak if the applicant declines to do so or with the applicant's consent (in which case the five minutes will be split between them).

8. If you wish to know who has registered to speak on a particular application or matter, please contact the Planning Support Team after the deadline above. Please note that we cannot give out contact details for registered speakers.

General

9. There will be no more than 2 speakers allowed on each side of the application.

10. Please do not bring handouts, photographs or "props" to the meeting as these will not be permitted. Any written material you wish Members to see should be dealt with under the written comments procedures above.

11. Please note that all the Members of the Committee will have already had access to **everything** that you have submitted in writing to the Authority before the deadline. If you choose to speak at Committee as well, please concentrate on your main points of concern.

12. All presentations must focus on the planning merits of the case. Comments on non-planning issues will not be taken into account by the Committee. If you would like advice on what constitutes the planning merits of a particular case, please contact the planning officer dealing with the case.

13. Speakers should bear in mind that in making their presentations to Committee they have no protection from the laws governing defamation.

14. Determination of a matter will not be delayed because an individual who has indicated a wish to speak is not ready to do so when the matter is announced by the Chairman.

15. In certain exceptional circumstances, the Chairman may decide to increase the time allocated to both sides for public speaking.

16. In cases of dispute, the Chairman's ruling is final.

The running order for each case

17. The procedure at the Planning Committee meeting will be as follows:

    i. Chairman announces the application or matter;
    ii. Planning Officer presentation;
    iii. Presentation by the relevant Parish Council/Meeting (up to 5 minutes);
    iv. Presentations by speaker(s) opposing the application (up to 5 minutes);
    v. Presentations by speaker(s) supporting the application (up to 5 minutes);
    vi. Debate and decision by the Committee.

18. There will be no questioning of speakers by Members of the Planning Committee, or vice-versa, although the Chairman may ask questions of a speaker in order to clarify issues.

Matters that are deferred

19. If a matter is deferred to a subsequent meeting (for a site visit, additional information, amended plans) **after** presentations have been made, there will be no further opportunity to speak.

20. There will be no opportunity to speak on items deferred from a previous meeting in accordance with the Authority's "Planning – Good Practice Guide", as the debate and presentations have already taken place at a previous meeting.

Contacting the Authority regarding Planning Committee

planning@yorkshiredales.org.uk
01969 652345

Planning Support Team
Yorkshire Dales National Park Authority
Yoredale
Bainbridge
Leyburn
North Yorkshire DL8 3EL