



## North York Moors National Park Authority Public Speaking at Virtual Planning Committee Guidance Note

### **Introduction**

The majority of planning applications are determined by the Director of Planning under the Authority's Scheme of Delegation and are not subject to public speaking. Everyone has the right to give their comments in writing on all planning applications but if you have views about a planning application which is being determined by the Planning Committee you or your representative may be able to give your views verbally at the Committee Meeting.

The Planning Committee meets eight times a year, usually on a Thursday starting at 10am. Usually the Planning Committee Meetings take place at the National Park Offices in Helmsley, however due to the Coronavirus (Covid-19) outbreak and the need to comply with current "lockdown" regulations they will temporarily be held in a virtual format using the Lifesize video conferencing facility to consider planning related matters including policy items and planning applications. This complies with the Regulations made under the Coronavirus Act 2020. The current year's committee dates can be found towards the end of this guidance note.

### **Who can speak at a Virtual Planning Committee Meeting?**

The applicant/agent, one objector, one supporter and the Town or Parish Council/Meeting can speak in relation to the application.

You will be advised if more than one person wishes to speak for or against and in such cases one spokesperson should be appointed to represent all those who wish to speak. If you cannot agree on one spokesperson the person who notified us first will usually be allowed to speak. The Authority will pass your contact details on to anyone else who may wish to speak in order that you can determine who will represent you. If you do not wish for your contact details to be passed on please inform the administration team of this at the time of registering to speak, in this instance speaking will be on a first come first served basis.

### **How do I know if the application I am interested in will be heard at a Virtual Planning Committee Meeting?**

The week before the Committee Meeting we will write by email to everyone who submitted written comments on an application and has provided a contact email address to advise them that the application is due to be heard at a Virtual Planning Committee Meeting. We will also notify the applicant/agent (where an agent is working on your behalf, only the agent will receive details of this) and the Parish/Town Council. If you were originally consulted on the application but did not write in then you will not be notified.

The Planning Agenda contains a comprehensive report for each application which includes a written summary of all the views received in writing before the Agenda went to print. This can be viewed together with representations received five working days before the Meeting on the relevant Planning Committee page of the [Meetings and Agenda's](#) section of the Authority's website and also under the relevant planning application reference number on the [Planning Explorer](#) section of the Authority's website.

Any comments that come in after the Agenda has gone to print will be summarised on the 'Members Update Sheet' which will be available from 4 pm on the day before the Meeting. It can be accessed on the relevant Planning Committee page of the [Meetings and Agenda's](#) section of the Authority's website and also under the relevant planning application reference number on the [Planning Explorer](#) section of the Authority's website. A copy of the Planning Officer's PowerPoint presentation will also be available to view. Any additional representations received will also be uploaded onto the Authority's website if and when we receive these.

### **How can I register to speak at a Virtual Planning Committee Meeting?**

If you intend to speak you must register with the Development Management Administration Team by email to [planning@northyorkmoors.org.uk](mailto:planning@northyorkmoors.org.uk) by **12 noon the day before the Committee Meeting.**

It would be helpful if you could provide us with a telephone number where, if necessary, you can be contacted during the day.

After the deadline has passed those that have registered will be contacted by email and provided with a link and accompanying guidance note to assist in joining the Lifesize Virtual Planning Committee Meeting as a guest in order to address members in relation to their particular item of interest. We recommend that you input your name (both forename and surname) when logging in as a guest in order that the Chair and moderator of the Meeting are clear of who is in attendance.

### **How can I view a Virtual Planning Committee Meeting?**

To ensure the Authority's Virtual Planning Committee Meeting is conducted in an open and transparent manner it will be live streamed to the public. A link will be published under the relevant Planning Committee heading of the [Meetings and Agenda's](#) section of the Authority's website.

### **What will happen in the Virtual Planning Committee Meeting?**

The applications will usually be discussed in the order they appear on the Agenda. Please note it is not possible to estimate how long each item will take, at what time a particular item will be heard or what time you will be asked to speak as each application will vary.

In accordance with the Code of Conduct a Member of the Authority with a prejudicial interest in the application cannot vote and will be asked to remove themselves from the Virtual Planning Committee Meeting prior to the item being considered, however they are able to address the Members before departing. If they have a personal and/or disclosable interest they must declare this however they can still take part in discussions and vote. In both instances Members should declare their interest prior to the application being discussed.

The Officer will give a brief summary of the application and the development involved. The Chairman will then ask the speakers to address the Planning Committee in the following order:

1) Applicant/agent; 2) Speaker in favour; 3) Speaker against; 4) A representative of the Parish Council

Each speaker can address the Committee for a **maximum** of three minutes – you will be asked politely, by the Chairman to stop speaking if you exceed the allocated three minutes. You will not be able to use/show written plans, photographs or materials during your three minute speaking slot, however, if you wish to have information circulated to Members, please email a copy to [planning@northyorkmoors.org.uk](mailto:planning@northyorkmoors.org.uk) by **12 noon on the day before the Meeting**. If you wish to make comments to be summarised and reported to Members on the 'Members Update Sheet' we require these comments, again by email, **by 12 noon on the day before the Meeting**.

Committee Members and Planning Officers will not usually be able to ask you questions nor will you be able to ask any questions. You cannot speak further in the Meeting; you must have incorporated everything you wish to say into your allocated three minutes, unless authorised to do so by the Chairman.

The Planning Officer will briefly summarise the main issues involved and their recommendation, the Committee will then discuss the proposal, take a vote and usually make a decision.

### **If an application is on the Agenda, will it definitely be considered/decided?**

Most of the applications on the Agenda will be dealt with at the Virtual Planning Committee Meeting however it is possible that an application may be withdrawn at any point prior to the Meeting; if this is the case we will aim to contact anyone that has booked into speak to advise them of this.

A decision on some items may be deferred to allow further information to be obtained or negotiations to take place. In exceptional circumstances a Committee Site Visit may be held. Such visits will take place in accordance with the adopted Code of Practice; if such a visit is to take place you would be notified of this process in due course after the Meeting.

(Whilst this is the scheme adopted by the Authority there may be exceptional circumstances in which the Chairman can exercise discretion to depart from the scheme).

### **Planning Committee Meeting Dates:**

16 January 2020	09 April 2020	16 July 2020	15 October 2020
27 February 2020	21 May 2020	3 September 2020	03 December 2020