

What are the relevant issues in considering proposals?

The relevant issues will vary with the nature of the proposal and the site, but may include the following:

- Structure and Local Plan policies
- Government planning guidance
- Planning law and previous decisions
- Highway safety and traffic
- Noise, disturbance, smells
- Residential amenity
- Relationship with existing buildings and uses
- Design appearance and layout
- Impact on trees, listed buildings, conservation areas and landscape.

What issues are usually irrelevant in considering proposals?

They will vary from case to case, but the following are normally irrelevant:

- Matters covered by other laws
- Boundary or area disputes
- The applicant's morals, motives or background.
- Suspected future development
- Loss of view over other people's land
- Effect on value of property
- Personal matters

When and where are the Committee meetings held?

There are Area Development Control Committees for the northern and southern parts of the district. Area Committee meetings are usually held on Wednesday evenings in Priory Lodge Hall, next to the Council House, Church Street, Malvern. Normally the Northern Area Committee meeting starts at 6.00pm while the Southern Area meeting starts at 7.00pm.

How are Parish/Town Councils involved?

Parish/Town Councils are consulted on all planning applications and copies of applications are usually available to view with the Local Councils as well as at the District Council offices. If a Parish/Town Council wishes to make comments at the Area Committee they may attend and speak for three minutes without the need to register beforehand.

The Role of District Councillors

Councillors are elected to represent you on the District Council but they also have to make decisions taking into account wider issues. You may like to contact your Councillor to discuss the planning application, particularly if you choose to speak for or against the application. However he or she will not be able to commit him or herself to a decision before hearing all the evidence and debate at the relevant planning meeting. He or she will need to take into account the law and planning guidance as well as public opinion.

Who do I ask if I have any other queries?

If you have any questions not answered by this leaflet, you are welcome to contact:-

Democratic Services

01684 862449

or

contact us at: www.malvernhillsgov.uk

MALVERN HILLS DISTRICT COUNCIL

Public Speaking on Planning Applications

You have the right to speak
at the Council's
Area Development Control
Committees

This leaflet tells you how
the scheme operates

This leaflet explains the Council's public speaking policy for supporters, objectors and local councils at Development Control meetings. It tries to answer some of the questions you may have about the procedures and what to expect at the meeting. It is based on simple rules, which the Council has formulated to make the system as fair and easy to operate as possible, so please read the entire leaflet.

Which applications are reported to the Development Control Committee?

Not all applications are determined by an Area Development Control (DC) Committee. The majority of straight forward planning applications are determined by senior officers under the Council's delegation scheme. You may wish to check with the case officer to see whether the application in which you are interested is to be considered by the Area DC Committee.

Do I need to attend the meeting to make my comments known to the Committee?

No – your written comments will be reported on the agenda and considered by the committee. As the meetings are open to the public you may, if you wish, attend the meeting to see what happens, without registering an intention to speak.

How can I find out when an application will be considered?

Normally, the DC Committees meet on Wednesday evenings once a month. The agenda is published on the Tuesday before the meeting. If you have made representations, we will write to you and let you know when the application will be reported to the

meeting. If you wish to speak it is **your** responsibility to check that an item is on the agenda. You can do this by calling the Planning Case Officer or Democratic Services Section. Copies of the agenda are also available from our Customer Service Centre in the Malvern Library, at a cost of £1.20 and can also be viewed on our web-site at www.malvern hills.gov.uk

What is the order of speaking on each application?

One of the planning officers will introduce the item. There will then be an opportunity for a registered objector to speak against the application for up to 3 minutes. The applicant or agent will then have the opportunity to speak for the same time.

You will be asked by the Chairman of the Committee to move to a designated seat before you speak. The three minute limit will be strictly applied by the Chairman and you will be asked to go back to your seat in the public gallery after that time.

The Planning Officer may add extra comments and then there will be an opportunity for debate by the Committee. The decision is then made.

If a decision on an application is deferred, you will normally have an opportunity to register to speak at the subsequent meeting when the application is reported back to Committee.

What can I say at the meeting?

You are advised to make a statement of fact or opinion, but you are likely to have the greatest impact if you are brief and to the point and confine yourself to relevant planning issues- see overleaf.

How do I arrange to speak at the meeting?

If you want to speak you will need to telephone the Committee Services Officer on 01684 862449. **Please note that phoning this number is the only way to register a request to speak.** You must call by no later than 5pm on the Tuesday before the meeting. The applicant or his nominated representative will need to register. For those wishing to object, registration is on a first come first served basis. This will mean that, for each application, the name of the first person to call as an objector will be noted and any subsequent callers will be given their details to organise between themselves how their three minute slot will be used.

Members of the Committee who have a Prejudicial Interest on an application within the agenda will be able to speak similarly for 3 minutes, in accordance with the public speaking scheme, prior to leaving the meeting.

Can I ask questions of other speakers?

No – You must not interrupt other speakers or the Committee debate by asking questions. It is essential that you seek answers to your questions particularly from planning officers, before the meeting and then state your case on the basis of information given to you and set out in the application.

Can I use visual aids or circulate documents?

No – additional slides or overhead transparencies are not allowed although you will be able to refer to the application plans displayed at the meeting. (If you wish to circulate supporting documents to Members, this must be done before the date of the committee. Councillors' Contact details are available from Democratic Services on 01684 862449 or via the web-site. Please do not send documents to the Council for this purpose).