

PART 5 – RULES OF PROCEDURES (MEETINGS)
(SECTION 4 – PUBLIC SPEAKING RULES)

Part 5 is set out in four sections as follows:

SECTION 1 – Council Procedure Rules

SECTION 2 – Cabinet Procedure Rules

SECTION 3 – Committee Procedure Rules

SECTION 4 – Public Speaking Rules

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PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 4 PUBLIC SPEAKING RULES

1.0 BACKGROUND

Arun District Council has always encouraged public involvement in the planning process. In addition to all other means of obtaining interested parties views on the full range of planning issues, the public are able to speak at a Development Control Committee when items are being considered/decided.

2.0 TERMS OF REFERENCE

2.1 The right to speak at a Development Control Committee will apply to applicants and/or their agents as well as any interested party/organisation who have made written representations in respect of any item being considered by that Committee (except those items which are exempt by virtue of S. 12A of the Local Government Act 1972).

2.2 The visual presentation of material at Development Control Committee will be restricted to that information submitted as part of the application (and/or prepared by officers in respect of any other item) in accordance with the visual presentation procedures agreed by the former Planning Committee.

3.0 REGISTRATION OF INTEREST

3.1 Applicants/agents and all other parties/organisations who have made written representations regarding an application/item which falls to be considered by the Development Control Committee will be notified in writing of the date of the relevant Committee, their right to speak and the applicable procedures at the time that the recommendation is prepared by the relevant case officer.

3.2 Those wishing to speak must formally register their wish to speak by telephoning the dedicated number by 5pm on the day prior to the notified Committee date.

3.3 If for any reason the relevant application/item is no longer to be considered by that Development Control Committee the Council will endeavour to notify the interested party, but this cannot be guaranteed

3.4 Speakers will be notified of the future Committee date when the consideration of items are deferred prior to Committee but will need to reregister their wish to speak in the manner previously set out. Where an application is deferred at Committee, if there has been provided an opportunity for the applicant or objectors to speak on that item and whether or not the applicant or objector chooses to speak, there is no right to speak when the matter comes back for reconsideration at the next meeting,

3.5 To avoid possible confusion, the Council regrets that it cannot accept the registration of speakers in any other manner and those invited to speak must first register their acceptance in the way prescribed as the Committee will not be able to hear any party who has not formally registered.

3.6 Some applications/items fall to be determined by officers under the Council's approved Officer Scheme of Delegation and will not be put to the Development Control Committee for determination and it is not always possible to determine the decision method until the stage at which the case officer is formulating a recommendation. Therefore, it is not possible for the Council to accept "prior" or "holding" registrations.

**PART 5 – RULES OF PROCEDURE (MEETINGS)
SECTION 4 PUBLIC SPEAKING RULES**

4.0 COMMITTEE ARRANGEMENT FOR SPEAKING

4.1 Number/Order of Speakers Table

Order	SPEAKER	TIME ALLOWED
1.	Planning Officer to present and if necessary update the report, particularly regarding further written representations received.	
2.	Town or Parish Council/Meeting One Representative only	3 minutes
3.	Objectors to the Application Two Representatives only	3 minutes
4.	Applicants/Agents/Supporters Two Representatives only	3 minutes
5.	Ward Councillors	In the interest of fairness the Chairman will request Ward Councillors to limit their presentation to 3 minutes.
6.	Planning Officer to deal with any errors of fact which have arisen or any necessary clarification of policy or other issues	
7.	Committee to debate and determine the application, involving officers as necessary	
8.	No Further Right for Public Speaking	

4.2 NB: Arun District Council Members are entitled to address any Committee at the discretion of the Chairman in accordance with Council's Constitution. Therefore, they are excluded from this process.

4.3 In the event that more than two speakers have registered to speak in categories 2, 3, or 4 the first two registered persons appearing on the register only will be allowed to speak. If one or both of the persons entitled to speak does not attend or confirms that they agree to the next registered person speaking in their place, then the next registered person will be allowed to speak in their place. Prior to the commencement of the meeting, attendance of those who have registered to speak will be listed. The Chairman's discretion shall apply in the event of any dispute in the matter of which persons may speak.

4.4 The time allowed for those registered to speak at a Committee meeting will be as set out above controlled by the Chairman, striking the right balance between the opportunity for people to be heard and ensuring that applications are dealt with efficiently and fairly within a reasonable length of meeting.