



North Kesteven
DISTRICT COUNCIL

Attending Planning Committee

How do I register to attend and observe a meeting?

Seating numbers in the meeting room are limited and those wishing to attend must contact the Democratic Services team by email or telephone to request to attend:

Tel: 01529 404492 or email democratic_services@n-kesteven.gov.uk

Accessing the meeting

The meeting takes place in our Civic Suite which is accessible via a ramp from the Courtyard off Eastgate.

Hearing loops are available to use during the meeting. Please ask a member of staff upon arrival if you need a hearing loop.

There is a water cooler just outside the meeting room but please remember to bring a water bottle.

The meeting is live-streamed and audio and agendas can be accessed via www.n-kesteven.gov.uk/calendarofmeetings



What happens at the Committee?

The Chairman will announce the application and the Development Manager or Assistant Development Manager will present it using maps, plans and photographs.

Registered speakers will then be invited to speak in turn for five minutes in the following order:

- Objector
- Parish/Town Council
- Applicant or representative of the applicant.

Following the end of the public speaking there is an opportunity for Committee Members to ask questions of the speakers.

Next any Non-Committee Local Ward Members in attendance will be invited to give their representation. They also have five minutes to speak. Members will be able to ask questions after they have spoken.

The Committee will then debate the application and hold a vote to make their decision. At the end of the meeting, please exit in an orderly and prompt manner.

Please don't:

- Be abusive.
- Interrupt other speakers, or the committee during their debate (e.g. shouting out, clapping or cheering).

The Chairman can adjourn the meeting if there is disruption from the public speakers or the public seating area.

Public speaking at Planning Committee

Who can speak at a meeting?

In line with the Council's constitution, the following speaking slots are available:

- A single objector or representative of the objectors
- Town/Parish Council representative (but not where their council is the applicant)
- Applicant (or a representative of the applicant)

How long can I speak for?

Five minutes



How do I register to speak at a meeting?

Those wishing to speak must contact the Democratic Services team by email or telephone, from the date the agenda is published until no later than 12 noon two working days before the date of the meeting.

Requests to speak before the agenda has been published cannot be accepted and speaking slots after the agenda has been published are allocated strictly on a first come first served basis. All requests to speak must be made via:

Tel: 01529 404492 or email democratic_services@n-kesteven.gov.uk

In the event that more than one person comes forward to speak, speakers' contact details will be shared (with permission) to allow you to collectively agree how best to make use of the five minutes available.

What can I say?

During your five minutes, comments must be on planning issues. These can include structure and local plan policies; Government planning guidance; planning law and previous planning decisions; highways safety and traffic; noise, disturbance and smells; design, appearance and layout; conservation of historic buildings, protection of trees etc and residential amenities.

Issues which cannot be taken into account include those covered by other laws or regulations; private property rights e.g. boundary or access

disputes; the developer's morals or motives; suspected future development; loss of view over other people's land; or any effect on the value of property.

Please don't:

- Make statements of a personal or slanderous nature
- Be abusive
- Interrupt other speakers, or the committee during their debate (e.g. shouting out, clapping or cheering)

The Chairman can adjourn the meeting if there is disruption from the public speakers or the public seating area.



Using the microphone

It is important to use the microphone when speaking to ensure you can be heard by those present in the meeting as well as those listening through the live audio stream.