

Decisions on planning applications are limited by law to specific issues known as 'material considerations'. It is best that you keep to these issues since anything else cannot be taken into account by the Committee. The most important thing to keep in mind is that your comments must relate to the use of land and should be directed to policies contained within national or local planning documents.

Some of the most common issues include:

- location and setting
- traffic and impact on road networks
- design and appearance
- landscaping
- possible effects of pollution on land
- noise and disturbance
- effect on Listed Buildings and Conservation Areas
- hours of working.

Anything I shouldn't cover?

The Committee cannot consider:

- boundary disputes, covenants or property rights
- reduction in property values
- matters dealt with by other law (e.g. licensing)
- personal remarks about the applicant (e.g. their conduct, private affairs or how a business is run).

Try not to repeat issues covered by previous speakers.

What will happen after the meeting?

All speakers are entitled to comment on the draft minute of their contribution. You will be contacted when the draft minutes are available on the County Council's website. Please note that the minutes will include a brief resume of the points made by speakers and not a verbatim record. If you feel that the final minute is not accurate, you may make a written representation asking for a correction, which will be submitted to the next meeting of the Planning Committee for consideration. Your written representation should be sent to the clerk to the Committee.

This leaflet is intended to answer your questions about speaking at the Planning Committee.

Contact details

For further information and advice, please contact the clerk to the Committee, Tracey Guinea, Democratic Services Officer, West Sussex County Council, County Hall, West Street, Chichester, West Sussex, PO19 1RQ. Tel: 033 022 28679 (local rates apply). Email: tracey.guinea@westsussex.gov.uk.

Dates of Planning Committees meetings

2019

NOTES

Tuesday 23 April
Tuesday 21 May
Tuesday 11 June
Tuesday 9 July
Tuesday 10 September
Tuesday 8 October
Tuesday 5 November
Tuesday 3 December

2020

NOTES

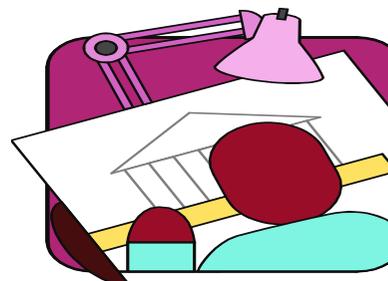
Tuesday 7 January
Tuesday 4 February
Tuesday 25 February
Tuesday 24 March

Please note these dates are subject to alteration/cancellation dependent upon the business to be dealt with.

Further information about dates of and papers for meetings of the Planning Committee are available on the West Sussex County Council website at www.westsussex.gov.uk

Planning Applications

for minerals, waste and County Council development



Planning Committee

Public Participation

2019 - 20



What is public participation?

People can ask to speak at the Planning Committee. The public participation procedure allows up to six people (three in support, including applicant, agent or other supporters, and three against), to address the Committee on planning applications. Each speaker will be given five minutes.

How will I know when the item I am interested in is going to Committee?

Tracey Guinea, the Democratic Services Officer 033 022 28679 has details of Committee dates, and 10 days before the Committee will know which items are on the agenda. Details of the dates and agendas can also be found on www.westsussex.gov.uk. As applications can attract thousands of letters, it is not always possible for us to alert you to Committee dates. Not all planning applications are reported to the Planning Committee for a decision. Head of Planning Services may decide some items under delegated powers. You cannot address the Committee on delegated matters.

Who can speak at the Committee?

In order to register to speak, the County Council must have received written representations from you on the planning application at least 14 days in advance of the meeting (i.e. as part of the consultation process). If you prefer you may exercise your right to speak through representation by another person (e.g. a planning consultant or lawyer).

How do I register my interest in speaking?

You will need to contact the Democratic Services Officer responsible for looking after the Planning Committee. Please see 'Contact Details'. You can register to speak after the Committee papers are published, but no later than 9.30 a.m. on the second working day before Committee (usually the preceding Friday). You cannot register an interest ahead of the Committee papers being published.

When you ring, you will be asked:

- for your contact details- your name, postal and/or e-mail address and telephone number
- the application number and proposed development to which it refers
- whether you wish to speak in support of, or against, the application and whether you also represent anyone else
- whether you are prepared to have your details passed onto other callers with similar views so that you can consider if you are willing to speak on their behalf
- details of any special access arrangements you may require.

What if I am not one of the first to register?

Depending on whether or not the people who have already registered to speak have given permission to be contacted, we may be able to give you their contact details. It will be down to the individual to consider if he or she is prepared to include your views in their presentation.

Can I speak on more than one occasion?

You may speak about more than one item on the agenda, providing you have made written representations and register to do so in respect of each item. You may also speak again on an application if it is deferred providing that you register to do so when the application is considered again by the Committee.

Can I circulate written or visual material at the meeting?

Any person eligible to speak at Committee who wishes to submit written or visual material must do so to arrive at least three working days before Committee (usually the preceding Thursday), so that officers can check that there is nothing new that should be considered by the Committee. This material should be sent to the clerk to the Committee.

What if I am unable to turn up on the day?

You may nominate a substitute, but will need to give their details to the clerk to the Committee by 9.30 a.m. on the day of the Committee.

What will happen at Committee?

You should come to reception at the building at which the meeting is held. The clerk to the Committee will note your attendance and answer any questions. The usual start time for the Committee is 10.30 a.m, so please arrive in good time for the start of the meeting. The Chairman will invite you to speak for a maximum of five minutes at the appropriate time. You will be timed and given a 30-second alert after four and a half minutes. You cannot question members, officers or other speakers, and they will not be able to question you. You are welcome to remain and listen to the rest of the debate.

What can I speak about?

You can speak on any planning application that is being determined by the Committee. District and borough councils decide the majority of planning applications. The County Council determines:

- applications for extraction of minerals and facilities for their initial processing
- applications for the storage, processing and disposal of waste
- applications for County Council developments which are needed to deliver services, such as school extensions, social services building work, bridges etc.

What issues can I cover in my five minutes?

Speaking at Committee gives you the opportunity to present directly to the Committee the points you have made in your written representations on a planning application. For the Committee to give proper consideration to your views you must still ensure your written representation covers all your points. You are not expected to make new points when addressing the Committee.



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