



**RUTLAND COUNTY COUNCIL  
PLANNING AND LICENSING COMMITTEE MEETINGS  
PUBLIC SPEAKING SCHEME**

The scheme gives the opportunity for a member of the public and other parties identified below to speak to the Council's elected Councillors when they are deciding a planning application.

**TO WHICH MEETINGS DOES THIS SCHEME APPLY?**

This scheme applies to all meetings of the Planning and Licensing Committee and to meetings of Full Council when a planning application is considered. Planning and Licensing Committee meetings are normally held in the Council Chamber at the Council Offices, Catmose, Oakham, beginning at 7.00 pm.

**WHO CAN ADDRESS THE COMMITTEE**

1. One member of the public who wishes to comment on or to speak for the application;
2. One member of the public who wishes to comment on or to speak against the application;
3. One Parish (or Town) Council or Parish Meeting representative. Where an application affects multiple Parishes, the Chair may allow additional Parish representatives to speak.
4. All Rutland County Councillors for the ward where the development is situated ("Ward Member") where the Ward Member is not a Member of the Committee.
5. The applicant, their agent or representative.

A Parish Councillor or Ward Member with a disclosable pecuniary interest in the matter may only attend for the purpose of speaking as a member of the public or as the applicant and must not speak in their capacity as a Councillor, and must then leave the meeting as soon as they have spoken.

No speaker (with the exception of ward members) may speak for more than 3 minutes and related applications are treated as one for these purposes. Each Ward Member may speak for up to 5 minutes. Ward Members may then remain in their designated seat during the debate and contribute to the meeting again at the discretion of the Chair.

Speakers may be questioned at the meeting by Members of the Committee at the discretion of the Chair, but any public speaker may not question other speakers, Councillors or Officers. Speakers are not permitted to introduce any photograph, drawing or written material as part of their public speaking.

Public speaking on any matter is only allowed at one meeting. There will be no further

public speaking at any second or subsequent meeting unless officers advise that there has been a significant change in planning circumstances since the first meeting.

### **HOW CAN I FIND OUT WHEN A MATTER WILL BE CONSIDERED?**

In addition to the publication of Agendas with written reports, the dates and times of the Planning Committee meetings are shown on the Council's [website](#). It should be noted that some applications may be withdrawn at short notice and others may be deferred because of new information or for procedural reasons. This may mean that deferral takes place during the meeting and you will not be able to speak at that point, but will be able to do so at the meeting when the application is reconsidered.

### **DO I HAVE TO ATTEND THE PLANNING AND LICENSING COMMITTEE MEETING TO MAKE THE COMMITTEE AWARE OF MY VIEWS?**

No. If you have made written representations, their substance will be taken into account and the Committee report, which is available to all Councillors, will contain a summary of the representations received.

### **HOW DO I ARRANGE TO SPEAK AT THE MEETING?**

You can:-

Telephone the Democratic Services Team (01572 720972 / 01572 720993) during normal working hours on any weekday after the reports and agenda have been published,

**OR**

Send an email to [democraticservices@rutland.gov.uk](mailto:democraticservices@rutland.gov.uk) after the reports and agenda have been published,

**OR**

On the day of the Planning Committee meeting, you can arrive in the Council Chamber at least 15 minutes before the beginning of the meeting (meetings normally begin at 7.00pm) and speak to the Committee Clerk.

If more than one person wants to speak who is eligible under a particular category (e.g. a member of the public within the description set out in numbered paragraph 1 and 2 above), the right to speak will be on a “first come, first served” basis in the first instance. Multiple speakers in the same category may share the allocated time subject to prior agreement from the person presiding at the meeting.

### **WHAT WILL HAPPEN WHEN THE MATTER CONCERNED IS CONSIDERED?**

- Planning Officer will present the report.
- Public speaking takes place in the order set out above under the heading “Who Can Speak?”
- Members of the Committee can ask questions of any public speaker;
- Committee Members will debate the merits of the application and once a motion

has been moved and seconded proceed to a vote. Ward Members may contribute to the meeting again during the debate at the discretion of the Chair.

## **WHAT SHOULD I SAY AT THE MEETING?**

Please be straightforward and concise and try to keep your comments to planning matters which are directly relevant to the application or matter concerned. Planning matters may include things such as planning policy, previous decisions of the Council on the same site or in similar circumstances, design, appearance, layout, effects on amenity, overlooking, loss of light, overshadowing, loss of privacy, noise or smell nuisance, impact on trees, listed buildings or highway safety.

The following are not relevant planning matters, namely the effect of the development on property values, loss of view, personality or motive of the applicant, covenants, private rights or easements and boundary or access disputes.

You may wish to come to the meeting with a written statement of exactly what you want to say or read out, having checked beforehand that it will not overrun the 3 minutes allowed.

**The Planning and Licensing Committee takes place in public so please be courteous and polite as you would at any similar public place. Any remarks should relate to the subject matter only and should not constitute a personal attack upon any person or contain any offensive language or aggressive gestures.**

**Use of inappropriate, offensive or aggressive language and/or behaviour will not be tolerated. Should unacceptable behaviour persist, the person presiding reserves the right to order that the speaker leave the meeting.**

## **WHO DO I CONTACT FOR MORE INFORMATION?**

The Council's website will help you and you can also contact the relevant planning officer for the matter. The name of the Officer is on the acknowledgement of the application or in the correspondence we have sent you.

Rutland County Council,  
Council Offices, Catmose, Oakham, Rutland LE15  
6HP  
Web: [www.rutland.gov.uk](http://www.rutland.gov.uk)

### **For Planning matters**

Tel: 01572 758400  
Email: [planning@rutland.gov.uk](mailto:planning@rutland.gov.uk)

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### **For Speaking or other Committee matters:**

Tel: 01572 720972 / 01572 720993  
Email: [democraticservices@rutland.gov.uk](mailto:democraticservices@rutland.gov.uk)

It always helps to save time if you can quote the planning application reference number.