

**Q: Will I be asked questions?**

A: The council has agreed that you may be asked questions by Councillors on the Committee so as to make sure that the meeting has properly understood the points you are making.

You cannot ask questions of the applicant and the applicant will not be allowed to question you.

**Q: Can I question Councillors?**

A: You may not ask questions of Councillors, nor may you take part in any discussion.

**Q: What are the relevant issues in considering proposals?**

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

- Structure Plan and Local Plan
- Government Guidance and Orders
- Case Law and previous decisions
- Highway safety and traffic
- Noise, disturbance and smells
- Design, appearance and layout
- Conservation of buildings, trees, etc
- Residential amenities

**Q: What issues are irrelevant in reaching planning decisions?**

A: Again, they will vary from case to case, but the following are usually irrelevant:

- Matters covered by other laws (e.g. alcohol licence)
- Private property rights (e.g. boundary or access disputes)
- The developer's morals or motives
- Possible future development
- Loss of view over other people's land
- Effect on value of property.

**Q: Who do I ask if I have any other queries?**

A: If you have any questions not answered by the above advice, you are welcome to contact the relevant area team on:

**01789 260303**

**Q: Who do I contact to arrange to speak?**

A: You should contact the relevant team Committee Administrator at the address below or by email:

**[committeemanagers@stratford-dc.gov.uk](mailto:committeemanagers@stratford-dc.gov.uk)**

or by telephone:

**01789 260217 or 260216  
or 260228**



# Public Involvement in Planning Committees

at  
**Stratford-on-Avon District Council**



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SDC/0122/AUG07

**The District Council is committed to extending public involvement in the planning process. Members of the public are invited to speak at Area Planning Committees during the consideration of any application.**

**This leaflet tries to answer some of the questions you might have about the procedures, and what to expect at the meeting itself.**

**The purpose of the right to speak scheme is to give members of the public an opportunity to make their views known directly to the Committee. The advice below applies equally to objectors, applicants, their agents and their supporters.**



**Q: What is the order of speaking on each item at Committee?**

A: One of the Planning Officers will introduce the item, followed by the members of the public in this order:

- Parish Council representative(s)
- Objector(s)
- Applicant or agent and any supporter(s).
- The District Councillor(s) for the Ward which contains the application site are then allowed up to five minutes to address the Committee.

Members of the Committee may ask questions of each speaker after they have spoken. After all speakers have been heard there will be an opportunity for debate by the Committee. Further information may be sought from the Planning Officer, and the decision is then made.

**Q: How long will I be able to speak for?**

A: There is a time limit of 3 minutes for each group of speakers. Thus objectors, for example, will normally be heard in the order in which they have contacted the Council until the 3 minutes have expired. However, objectors may get together and decide to make a joint case, appointing a representative, or varying the order of the speakers if they wish. The Chairman of the committee may intervene, or vary the order of speakers, in the interests of efficiency of the meeting.

In the interest of fairness the time limit for objections or supporters will be increased to six minutes where a Parish Council and supporters or objectors are both speaking for the opposing side.

**Q: If I want to speak, how do I arrange it?**

A: About a week before the Committee meeting we will write to every person who has commented on proposals being considered at that meeting. We will also notify all applicants (or their agents) whose proposals are to be considered. The letter will contain details of the time and place of the meeting. If you want to speak you will then need to contact us (preferably in writing but a telephone call will do - see details overleaf) before 2.00pm on the day before the meeting. We will then make a list of those intending to speak which will be made available at the meeting.

**Q: What will be the order of items at the Committee meeting?**

A: The applications will normally be considered in agenda order. The time taken by each item is difficult to predict, and accurate estimates of when each item is to be heard cannot be given.

**Q: If I do not speak, will my comments be taken into account?**

A: Yes. All written comments received by 5.00pm the day before the Committee will be summarised for the Committee and will be considered in coming to a decision.

You may decide that, because the Officer's recommendation meets with your approval, there is little point in speaking at the meeting. Please note, however, that the Officer's recommendations are not always accepted by the Committee.

**Q: Can I use maps or photographs to illustrate my point?**

A: Any information to be submitted to the Committee should be:

- illustrative - i.e. pictures not text
- factual - i.e. photographs, not photo montages or artists impressions

Copies of any information to be shown must be handed in to the District Council Offices by 5.00pm the preceding day.

**Q: What rules apply for linking applications?**

A: The Committee sometimes considers linked applications. These may involve a planning application and a listed building application for a proposed scheme of development. Alternatively, they may involve two or more development proposals for a site or group or group of linked sites. Where such applications are included on the agenda as a single item, the time limits for speaking described above will apply to the whole item. That is, the 3 minute period will apply to representations concerning the grouped applications rather than there being a three minute period for each of the applications.