

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

A: You may be asked questions by Councillors on the Committee to ensure 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 (saved policies)
- Core Strategy (emerging policies)
- Neighbourhood Development Plans
- 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 (eg alcohol licence)
- Private property rights (eg 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 regarding the application?**

A: If you have any questions not answered by the above advice, you are welcome to contact the Case Officer by email:

[planning.applications@stratford-dc.gov.uk](mailto:planning.applications@stratford-dc.gov.uk)  
or by telephone: 01789 260304

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

A: If you have questions about the Committee process or wish to speak at the Committee, you should contact Committee Managers by email:

[committeemanagers@stratford-dc.gov.uk](mailto:committeemanagers@stratford-dc.gov.uk)  
or by telephone: 01789 260245



If you find the text in this leaflet difficult to read we may be able to supply it in a format better suited to your needs.  
Telephone 01789 260245



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# Public Involvement in Stratford-on-Avon District Council Planning Committees



SDC/0122/DEC17

The District Council is committed to extending public involvement in the planning process. Members of the public are invited to speak by arrangement at Planning Committees and when enforcement issues are considered at the Regulatory Committee 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: A Planning Officer will introduce the item. Members of the public who have registered to speak will be invited to address the Committee in this order:

- Town / Parish Council representative(s)
- Objector(s)
- Applicant or agent and any supporter(s).
- The District Councillor(s) for the Ward(s) which contains the application site.

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 interests of fairness, the time limit for **objectors** will be increased to 6 minutes where the Town / Parish Council has registered to speak in support of the application and supporters have also registered to speak. Equally, **supporters** will be allowed 6 minutes to speak where the Town / Parish Council has registered to speak in objection to the application and objectors have also registered to speak.

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

A: The Case Officer's report will be made available on line 5 working days before the meeting. The report will contain a summary of all the third party comments received along with the Case Officer's assessment of the application. If you wish to speak at the meeting you will need to register with our Committee Managers (Telephone 01789 260245 or email [committeemanagers@stratford-dc.gov.uk](mailto:committeemanagers@stratford-dc.gov.uk)) by 2.00pm one working day before 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. Any late comments received by 2.00pm one working day before the Committee will be summarised for the Committee in an update sheet and will be considered when coming to the 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 - ie pictures not text; and
- factual - ie photographs, not photo montages, artists impressions or photographs that have been altered by hand.

You should also ensure that documents submitted do not incorporate any personal information, including faces or vehicle registration numbers in photographs.

Copies of any information to be shown must be handed in to the District Council Offices by 2.00pm two working days before the meeting. Please ask the front desk staff to call a member of the Committee Managers team to collect.

#### 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.