

Planning Committee Protocol – Western Growth Corridor

1. GENERAL AGENDA ITEMS

1.1 Declarations of interest

- 1.2 Any interest or potential interest should be brought to the attention of the Monitoring Officer prior to the start of the committee to ensure that advice is given to those members before the committee meeting. If any time during the meeting a member becomes aware they may have an interest they must declare it.
- 1.3 The Chair will seek declarations of interest at the meeting.
- 1.4 When an interest has been raised which would require the member to leave the meeting, the member must exit the meeting and the item will not continue until the member has left.

2. Time Limits on speeches

- 2.1 Speeches by the Applicant, Ward Councillors and members of the public are limited to 5 minutes and will be timed by Democratic Services.

3. Addressing the Committee

- 3.1 There will be up to 5 speakers from the Applicant side, and up to 5 speakers from any individual who wishes to speak in objection.
- 3.2 Those members of the public who wish to speak at the Committee must register to speak with Democratic Services **by 4.00 pm five clear working days prior to the meeting**. Anyone trying to register after that time will not be considered.
- 3.3 Anyone wanting to submit further comments/observations on the planning report must do so **by 4.00 pm five clear working days prior to the meeting** for inclusion in the 'Update Sheet'. Any observations submitted after that time will not be considered.

4. Ward Councillors

- 4.1 Ward Councillors can address the Committee. Those members who wish to address the Committee as a Ward Councillor must register this with Democratic Services **by 4.00 pm five clear working days prior to the meeting**.

5 Members

- 5.1 When the meeting is open to the members, members should indicate to the Chair that they wish to speak by raising their hands. The Chair will invite each member to speak in turn. If a member wishes to speak again on an item, they should wait until all members who have indicated to speak, have spoken. Only once all members have had a chance to speak will members be able to speak

for a second time on a matter and it will be at the Chair's discretion whether to allow the member to speak a second time or not.

6. Planning Officers

- 6.1 When the debate is open to the members of the Committee, planning officers will take questions from the members in batches of 5, to ensure that all members questions are answered appropriately.

7. Process

The following process will apply to the Committee:

- Chair opens the meeting and introduces the item
- Declarations of Interest
- Planning officer/s to present the report
- Any objectors to address the Committee
- Any Ward Councillor to address the Committee
- The Applicant to address the Committee
- The Chair opens the matter for debate to the members
- Voting
 - Before moving to the vote the matter must be moved and seconded. The Democratic Services Officer will record the name of the mover and seconder and once this is done the Chair can move to the vote.