

## Speaking at Planning Committees held by Video Conference

To register to speak on an application, you **must** register by 12 noon the day before the meeting.

Contact Donna Cairns, Senior Governance Officer: [donna.cairns@bolsover.gov.uk](mailto:donna.cairns@bolsover.gov.uk)

Once we have confirmed that you are registered to speak you will be sent a meeting request and an access code, so that you can take part. You will also be given an indicative time for when the application you want to speak about is going to be considered by the Committee.

Please arrive 20 minutes before the time you have been given. When you arrive the Meeting Facilitator will explain what happens next. You will be told when you can participate in the meeting and about the protocol for using microphones and cameras etc.

### How the meeting will be run?

The Chair of the Committee will introduce the application. Where additional information has been submitted following the publication of the agenda the Committee will be updated. A visual presentation will then be given by the Planning Manager, containing photographs and plans of the application site.

The presentation will be shared on screen with those in the meeting and will also be streamed on the Council's website, through YouTube. You will not be permitted to ask questions or participate in any subsequent discussion on the visual presentation or the remainder of the meeting.

Speakers will be asked to address the Planning Committee in the following order:

- County/District/Parish/Town Councillor(s)
- Objector(s)
- The applicant/agent and/or any supporter(s).

### How long will you have to speak?

You will be allowed a maximum of **five minutes** to present your views. You will be allowed to speak only once and to answer any questions raised by elected Members. At the end of this you will be expected to mute your mic, disable your camera and take no further part in the meeting.

You are also asked to provide a written statement of what you would like to tell the Committee. This will be included in the pack of late updates that will be published the day before the meeting. Your statement will be read out by the Clerk on your behalf, should a technical failure prevent you from speaking during the meeting. As a guide, 5 minutes equates to between 400 and 500 words. *Please note this is not an alternative by choice.*

### What can I speak about?

Your comments should be confined to planning issues relevant to the application.

**You may** comment on matters such as:

- National, regional or local planning policies
- Design of the development
- Landscape impact
- Impact of the proposal on local amenities and the character of the neighbourhood
- Conservation issues
- Impact on neighbours in terms of noise, overlooking or pollution

**You should not** comment on matters which are not relevant such as:

- The morals or motives of the applicant
- Matters which are controlled by other legislation
- Private legal rights
- Possible future development not included in the application
- Business competition
- Loss of a private view
- Alleged increase/decrease in property value

For further details about the meeting contact: [governance@bolsover.gov.uk](mailto:governance@bolsover.gov.uk)