

APPENDIX 3 TO THE STANDING ORDERS

CRONDALL PARISH COUNCIL

PLANNING APPLICATION REVIEW PROCEDURES AND PUBLIC PARTICIPATION

- 1) Planning applications received by the Clerk to be passed to the Planning Committee for review and recommendation only. These planning applications must be made available for public inspection at least 15 minutes prior to the start of the of the meeting at which they are to be considered by the Parish Council.
- 2) All decisions on planning applications to be made at a public meeting of the Council, preferably at the monthly Planning Meeting of the Council.
- 3) The Planning Committee will normally aim to meet prior to the monthly Planning Meeting of the Council (i.e. the first Monday of the month).
- 4) An application summary, recommendation and comment document to be produced by the Planning Committee and distributed to all councillors by the Friday prior to the meeting of the full Council.
- 5) The details of any specific planning application and recommendation by the Planning Committee shall be taken as read and voted upon without discussion at the meeting of the Council unless:
 - a) A councillor wished to raise a question or make a comment.
 - b) A councillor requests a presentation.
 - c) A Member of the Public has registered an interest to speak as defined below.
- 6) Additional copies of the application summary document shall be available at the meeting for Members of the Public attending and the Press.
- 7) Members of the Public shall be given the opportunity to speak on a specific application on the following basis:
 - a) Prior to the start of the meeting, Members of the Public who wish to speak shall complete a form stating their name and address, the planning application they wish to speak on, and whether they support or oppose the application.
 - b) Members of the Public shall be allowed to speak only if their view on the application is contrary to the recommendation by the Planning Committee or if there is another Member of the Public intending to express an opposing view.
 - c) The number of speakers and the duration of the public participation shall be at the Chairman's discretion taking into account the level of public interest and the meeting agenda. The Chairman shall also have the right to select a speaker or speakers representing support and opposition to the application.
 - d) Any one speaker shall not be allowed to speak for more than 3 minutes.
 - e) Members of the Council shall have the opportunity to ask questions of clarification of the speakers.
 - f) The public participation shall be part of the meeting and the speakers' names and a brief summary of their comments shall be included in the minutes of the meeting.
 - g) Once the Chairman has declared the period of public participation to be complete, the Public shall take no further part in the meeting.