

**Committee:** Planning Committee Working Group  
**Title:** Changes to Section 2 Part 5 – codes and protocols. Procedure for public attendance at meetings of the Planning Committee  
**Date:** 23 March 2022  
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## Summary

1. The role of the Planning Committee Working Group (PCWG) is to agree the recommendations made in the EELGA PEER Review of Planning report to change and improve the procedures for public attendance at meetings of the Planning Committee.
2. The current wording of the procedure is at Appendix 1 of this report.
3. The recommended changes are identified in the Appendix attached to this report
4. Where an application is recommended for approval and there are no other registered speakers, the applicant/agent will not have a right to speak
5. The proposal is to reduce the overall time taken for public speaking. Members of the public would have a speaking time reduced from 4 to 3 minutes.
- 6.
- 7.
- 8.
- 9.

## Recommendations

10. To recommend to GAP Committee that the changes set out in the track changed document Appendix 1 Extract from procedure for public attendance at meetings of the Planning Committee should be agreed as changes to the constitution and recommended to Full Council for adoption:

## Financial Implications

11. Any proposed changes to the constitution to be facilitated within existing budgets.

## Background Papers

12. Appendix 1 Extract from the constitution with track changes Section 2 Part 5 - Codes and Protocols. Procedure for public attendance at meetings of the Planning Committee

## Impact

13.

Communication/Consultation	This group is a working group and will make recommendation to GAP
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	None

## 14.Risk Analysis

Risk	Likelihood	Impact	Mitigating actions
That a review does not take place in accordance with good governance and best practice as recommended by the East of England Local Government Association (EELGA)	3	3	The recommended changes are intended to improve the efficiency of the Local Planning Authority

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

## Report Appendix – Extract from Section , Part 5

### PROCEDURE FOR PARISH/TOWN COUNCIL REPRESENTATIVES/ MEMBERS OF THE PUBLIC ATTENDING MEETINGS OF THE PLANNING COMMITTEE

1.1

#### 2. Attendance by Parish/Town Councillors and Members of the Public

2.1 Town/parish councils and applicants/agents, objectors and supporters may make representations on all applications. **If an application is recommended for approval and there are no registered speakers the applicant/agent will not have the right to make representations.**

2.2 Two representatives of the town or parish council may also attend site visits. (see Procedure for Members' Site Visits above).

2.3. The Town or parish council representative and members of the public may attend the meeting and speak on any application. They must register with the Democratic Services Officer at Uttlesford District Council (telephone 01799 510410) or email: [committee@uttlesford.gov.uk](mailto:committee@uttlesford.gov.uk) by 2pm on the day

before the meeting. The order of speaking for each

application will be as follows

1. Non-committee member
2. Supporters
3. Objectors
4. Town or parish council
5. Applicant or Agent

2.4 The town/parish council representative may speak for up to 5 minutes, members of the public may speak for up to (~~delete 4 minutes and replace with 3~~) minutes. Applicants and their representatives may speak for up to (~~delete 15 minutes and replace with 10~~) minutes. ~~Supporters have five slots available and objectors have five slots available. This is a change from Ten slots are available between supporters/ objectors.~~

2.5 At the meeting those making representations should sit in the public area until the relevant item is to be considered.

2.6 Those making representations should sit at the allotted desk alongside members to make their statement and having made their statement should then return to the public area (or leave the meeting).