

Your right to

**SPEAK**



at Development Management Panel  
on planning applications

This leaflet explains how you can speak directly to Councillors at Huntingdonshire District Council's Development Management Panel meetings.

If you would like a translation of this document, a large text version or an audio version, please contact us on **01480 388388** and we will try to accommodate your needs.

If you wish to take part by speaking at the meeting and you have special needs and requirements, please let us know beforehand and we will try to accommodate your needs.

## Public speaking at Development Management Panel on planning applications

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This leaflet explains how you can address Huntingdonshire District Council's Development Management Panel. It outlines the Council's public participation policy and answers some questions you may have about procedures, and what to expect at the meeting itself. It is based on some simple rules formulated by the Council to make the system as fair and easy to operate as possible. This advice applies equally to applicants, their agents, supporters, objectors and to local council representatives.

### What issues can I refer to?

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Not all planning applications are considered by the Development Management Panel as the Head of Planning Services has delegated authority to determine many applications without the need to present the application to the Panel. It is not possible to speak in favour or against such applications that are dealt with under these delegated powers. However, if you have written in to the Council, your representation will be fully taken into consideration when a decision is made on a delegated application.

If you are unable to provide representation in writing, please contact us to discuss alternative methods available.

### When does the Development Management Panel meet?

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The Development Management Panel meet on Mondays normally at four weekly intervals, the meeting starts at 7pm. The agenda is published a week before the meeting, and can be viewed on the Council's website [www.huntsdc.gov.uk](http://www.huntsdc.gov.uk). In the agenda there is a detailed report of each application due to be presented to the Panel.

Applicants and any persons or Parish Council, Town Council or Parish Meeting who have made representations on an application to be determined by the Panel will be notified in advance that the application which they are interested in will be considered by the Panel. Objectors to the application can only speak at panel if they have written in to the Planning Department objecting to the application within the consultation period for the application.

### What do I do if I wish to speak at panel?

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You must notify **Jackie Holland in Planning Services on 01480 388418** by 4:30pm on the Friday immediately before the Monday meeting if you wish to speak at the meeting. Failure to meet this deadline will exclude you from being able to speak.



### If I have made representations do I have to speak?

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No. Representations that have been received within the specified time period will be summarised and referred to in the Panel report. It is entirely at your own discretion whether you ask to speak at the Panel meeting. Representations can be accepted up to 4pm on the day of the meeting. Obviously these comments will not appear in the report but will be available for the Development Management Panel Members to read before the start of the meeting.

## Who is permitted to speak to the panel?

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The Planning Officer will give a short presentation to the Panel outlining the details of the proposal. After this the following individuals/organisations are permitted to address the Panel in the following order:

- A representative of the Town or Parish Council or Parish Meeting
- Ward Members
- Other Members (including from neighbouring authorities where applicable)
- Objectors to the application
- The applicant or agent for the application
- Objectors to the application can only speak at panel if they have written in to the Planning Department objecting to the application within the consultation period for the application

## How long can I speak for?

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Each person is allowed to speak for a maximum of 3 minutes. Only one speaker for the applicant and the Town/Parish Council is permitted to speak. Where more than one objector wishes to speak against a planning application, the Planning Department will contact the people involved before the meeting, and exchange relevant details with a view to encouraging them to agree that one person speaks for all. If the matter cannot be resolved in that way, then the Council will allow one third of the time, that is 1 minute each, to each of the first three persons who registered as wishing to speak. The Chairman will ensure equity of opportunity between the various parties.

## How will I know what time the application will be heard?

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It is not possible to give an exact time when a particular application will be heard during a meeting and the running order of the meeting may be changed to accommodate public speakers. Therefore people wishing to speak should be there at the start of the meeting and if necessary be prepared to wait for the application to be considered.

## Who can ask questions?

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Questions can only be asked by Panel Members, not by speakers and it would be beneficial for you to seek answers to any questions before the meeting and to state your case on the answers given to you. You must not interrupt other speakers or the debate.

## What issues can I refer to?

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When addressing the Panel you should try to make sure that you stick to 'material planning considerations'. The following list contains examples of the type of considerations that could and could not be taken into account:

### Material

- Relevant national planning policy and guidance, the Development Plan and other adopted planning guidance
- Highway safety and traffic issues
- Impact on visual or residential amenity, including the unacceptable loss of outlook from a habitable room or residential garden
- Design, appearance and layout
- Previous planning decisions
- Impact on trees, the conservation area, listed buildings and nature conservation areas



### Not Material

Try to avoid referring to issues that are not planning matters or material considerations in the determination of a planning application such as:

- Matters covered by other laws and covenants
- Loss of private view unless it coincides with an important view from public land that would compromise the visual character of an area
- Effect upon the value of your property
- Personal dislike of the developer or his motives
- Suspected future development

If you attend the meeting and intend to speak please ensure what you say relates to that item only. If you do deviate from the proposal under consideration the Chairman may stop you from continuing with your presentation.

## Contact details

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To register to speak at Development Management Panel meetings contact:

Jackie Holland, Administrative Officer

**t:** 01480 388418

**a:** Planning Department  
Pathfinder House  
St Mary's Street  
Huntingdon PE29 3TN

**e:** [jackie.holland@huntsdc.gov.uk](mailto:jackie.holland@huntsdc.gov.uk)