

# ATTENDING PLANNING COMMITTEE



If you have **registered to speak** on an item please see the *Committee Manager* in the foyer to confirm your attendance.

Please take a seat in the public area of the meeting room.



**The meeting starts at 6.30pm.**

The Chair of the Committee will **announce the order in which items are to be heard** at the beginning of the meeting.



If the meeting continues beyond 9.00pm, the Chair may call an adjournment lasting around ten minutes between 9 and 9.30pm.



If there are minutes of any previous meetings, the Chair will ask the Committee for permission to **sign** them.

Members will be asked to declare any interests in items on the Agenda.

## Each item will be heard as follows:



First, the Planning Officer will state whether they have anything to add to the report.



Speakers '**against**' will then be heard, followed by speakers 'for' and finally any **interested Councillors** (who do not have a vote on the item for which they speak on)

Further notes on speaking can be found overleaf.



The Planning Officer will then address the Committee on the points raised and **answer any questions from Councillors.**

The Chair will then ask for Members to **express their views** on the matter before the Committee.



The Committee will then **vote** on the item based on the recommendation in the report (either 'for' or 'against').

Should the vote be tied, the Chair has a second or casting vote.

## Please note:

**The Committee is not bound by an Officer's recommendation. However, it must give clear planning reasons (defendable on appeal) should it not follow the direction given in the report.**