

# 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 7.00pm.**

The Chairman 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 Chairman may call an adjournment lasting around ten minutes.



If there are minutes of any previous meetings, the Chairman 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 Chairman 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 Chairman 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.**