

CNPA Planning Committee – Frequently Asked Questions:

- 1. How many people are on the CNPA Planning Committee?**
The Planning Committee consists of all 19 Board Members.
- 2. Are the Planning Committee meetings open to the public?**
Yes, all members of the public are welcome to attend the meetings. There are chairs set out for members of the public to view the proceedings and spare copies of the Planning Papers due to be discussed are available. For any access or other requirements (e.g. hearing loop system) please contact the Planning Office, Ballater at least 48 hours prior to the meeting.
- 3. Why are the Committee meetings held in various locations around the Park area?**
The Park is the largest in the UK. Meetings are therefore held in various locations in order that the decision making process can be kept close to communities in the Park and members of the public have a chance at some point to attend a local meeting without having to travel a great distance.
- 4. What time does the Committee meeting start?**
The meetings usually start at 10:30 a.m., however, please check your notification letter for any change to this time.
- 5. Where and when can I view the papers before a Committee meeting?**
The papers are available to view on the CNPA website (www.cairngorms.co.uk), at both the CNPA Offices in Ballater and Grantown on Spey and at the Council Offices listed at the end of this information sheet. The papers are usually available for viewing on the Friday prior to the Planning Committee.
- 6. Who can address the Planning Committee?**
Anyone can request to address the Committee either in support or against an application. This is however at the discretion of the Planning Committee. Please see the guidance on relevant planning matters at the end of this information sheet.
- 7. I've been informed that the application I am interested in is due to be determined and I don't wish to address the Committee...**
That's fine, you don't have to do anything. However, if you wish to attend the meeting either just to view the proceedings or to be available to answer any questions Members may have then you are most welcome. If you are making yourself available to answer questions then please let the Planning Office know 48 hours before the meeting.

8. I've been informed that the application I am interested in is due to be determined and I want to address the Planning Committee, what should I do?

Inform the Planning Office, Ballater, in writing (either by e-mail / fax or letter) – we need to receive your request at least 48 hours prior to the start of the meeting. Your request must clearly set out your reasons for wishing to address the Committee. Please be aware that requests to address the Committee are at the Planning Committee's discretion. Requests received less than 48 hours before the start of the meeting will not be considered.

See below for the Office contact details.

9. Can I ask someone to address the Committee on my behalf?

Yes, but please advise the Planning Office of the details within the appropriate timescales.

10. I've been informed that the application I'm interested in is due to be determined but I wish to make a further submission(s) on the application, what should I do?

Please ensure that any further submission(s) you wish to provide are received at the Planning Office, Ballater at least 48 hours prior to the start of the meeting. This ensures that the Planning Officials have enough time to make copies available for Members. Submissions received less than 48 hours before the start of the meeting will only be considered for viewing at the Committee's discretion.

11. What facilities are available for me at the Committee meeting?

In order to keep decision making processes close to communities, the meetings are held in various venues around the Park area.

If you require any equipment (including the use of PowerPoint) please inform the Planning Office, Ballater of your request. This should be received at least 48 hours prior to the start of the meeting.

See below for the Office contact details.

12. I wish to use a PowerPoint presentation, what should I do?

You should provide the Planning Office, Ballater with a copy of your presentation, this should be received at least 48 hours prior to the start of the meeting. This is to allow the Planning Office time to ensure the format of your presentation is compatible with the computer equipment used at the Planning Committee. The presentation can be provided to us either via e-mail, CD or 3.5" diskette. We will then transfer your presentation onto our Office laptop computer, this will ensure that the meeting is kept as streamlined as possible. It would be appreciated if you could keep the presentation as concise as possible.

Please Note: As part of the standard determination procedure, the Planning Officer dealing with the application will make a fully comprehensive PowerPoint presentation on all aspects of the proposal to the Planning Committee.

13. What time should I arrive at the meeting?

If you wish to address the Committee or be available to answer any questions, please arrive at the venue at least 15 minutes prior to the start of the meeting.

14. What should I do once I am at the venue?

Please make yourself known to any CNPA Officer or Committee Member who will be able to direct you to the Planning Officials, who can then brief you on the format of the meeting.

15. What is the running order for the Committee meeting?

The items on the published Agenda will be taken in turn.

The running order is usually as follows:

1. Welcome
2. Apologies
3. Minutes of previous meeting and any matters arising
4. Declaration of interest by Members on any items appearing on the agenda
5. Planning Application Call-in Decisions
6. Suggested Comments on Applications not Called-in
7. Any Planning Papers for determination / Consultation Reports / other Papers for discussion by Members
8. AOB

However, please see the published Agenda for the confirmed running order / items appearing.

16. What is the procedure for the determination of the application that relates to my interest?

The Convenor will advise Members that a request or requests to address the Committee have been received. It will then be at the Committee's discretion to agree to the request.

If the request is refused, the following procedure will take place:

The Planning Officer will make a PowerPoint presentation on all aspects of the application concluding with a recommendation that the Committee either approve or refuse the application.

The Committee will then debate the proposal and go on to determine the application.

If the request is granted, the following procedure will take place:

The Planning Officer will make a PowerPoint presentation on all aspects of the application concluding with a recommendation that the Committee either approve or refuse the application.

Any speaker(s) will then have an opportunity to address the Committee, with the applicant speaking first, objectors speaking second and any other interested parties speaking last.

Members will then have an opportunity to ask questions of any of the speakers and at the Chairman's discretion and direction, the speakers may ask questions of each other.

The Planning Officer will then have an opportunity to reply to the Committee on any of the points raised by the speakers.

The Committee will then debate the proposal and go on to determine the application.

Please note: Once Members are in the process of determining the application there is no further opportunity for the speakers to address the Committee.

17. How do I address the Planning Committee?

You will be asked to address the Committee from the front of the room. The Planning Officials will ensure that there is a chair and table available should you wish to sit down. A microphone will be available for your use, this ensures that the Committee and any members of the public are able to hear you clearly. If you wish to have somewhere to place papers please let the Planning Office know before the start of the meeting and arrangements will be made.

18. What happens at the meeting if I am using a Powerpoint presentation?

You will have previously provided the Ballater Office with a copy of the presentation and the Planning Officials will have a copy of your presentation on the Office laptop computer. Once the Planning Officer has made their presentation to the Committee and you are invited to address the Committee, a Planning Official will ensure that your presentation is opened and displayed for Members to view. Should you wish to change the presentation slides yourself, the laptop will be positioned to enable you to do so. If you need assistance with changing the slides in the presentation, please inform the Planning Officials prior to the start of the meeting to discuss your requirements.

19. How long do I have to address the Planning Committee?

As the Applicant / Applicants Agent / Applicants representative you are given with other representees of the Applicant a total of 10 minutes to address the Committee. This time period includes making any PowerPoint presentation you may wish to give.

As someone who has made an objection, you are given along with other objectors, a total time of 10 minutes to address the Committee. If however, there is more than one objector who wants to address the Committee with similar views and wishing to raise similar issues, it is suggested that you elect a spokesperson, or a maximum of two

spokespersons to speak for the objectors in order to deal with the application efficiently and to avoid repetition.

As someone who is neither the Applicant nor objector you are given a total time of 5 minutes to address the Committee. If however, there is more than one person who wants to address the Committee with similar views and wishing to raise similar issues, it is suggested that you elect a spokesperson, or a maximum of two spokespersons to speak for the individuals in order to deal with the application efficiently and to avoid repetition.

The local Community Council for the application is given a total of 5 minutes to address the Committee.

20. What happens if there is a break for lunch during the Planning Committee?

You will be advised of the time for reconvening the meeting after the lunch break. Please ensure you are in the meeting room for the start of the afternoon session.

Please send requests to address the Committee / or further submissions to:

E-mail: planning@cairngorms.co.uk

Fax: 013397 55334

Post: CNPA
The Albert Memorial Hall
Station Square
Ballater
AB35 5QB

Tel: 013397 53601

Council Offices, where papers are available for viewing:

Aberdeenshire Council

Woodhill House
Westburn Road
Aberdeen
AB16 GB

Moray Council

Council Headquarters
High Street
Elgin
IV30 1BX

Highland Council

Council Offices
Ruthven Road
Kingussie
PH21 1EJ

Angus Council

The Cross
Forfar
DD8 1BX

Perth & Kinross Development Management

The Environment Service

Perth & Kinross Council

Pullar House

35 Kinnoull Street

Perth

PH1 5DG

GUIDANCE ON RELEVANT PLANNING MATTERS

Please Note: The following examples are given for guidance, however, the lists are not exhaustive

Relevant	Not Relevant
<ul style="list-style-type: none">• Structure, Local Plan and National Park Plan Policies;• Government planning guidance;• Planning law and previous decisions;• Highway safety and traffic;• Impact on residential amenity;• Design appearance and layout;• Impact on trees, listed buildings, conservation areas and landscape;• Relationship with existing buildings and uses; or• Noise, disturbance and smells.	<ul style="list-style-type: none">• Boundary or area disputes;• Suspected future development;• The applicant's perceived motives;• Loss of view; or• Effect on value of property.