

## Speaking at Planning Committee

Updated: October 2019

### Planning Committee Meetings

The Cairngorms National Park Authority (CNPA) Planning Committee meets every four weeks to decide planning applications that have been 'called—in' or to consider other planning matters.

The Planning Committee meetings are held at 11.00am on a Friday morning, normally in Ballater or Boat of Garten. The diary of meetings is available on the CNPA website [here](#). The Planning Committee meetings are held in public, so anyone can attend and watch the meetings.

Planning Committee meetings are run by the Convener of the Planning Committee. The [Standing Orders](#) of the Planning Committee set out the rules that it works to.

### Speaking on Planning Applications

The opportunity to speak at a Planning Committee is at the Planning Committee's discretion. There are four ways that members of the public can speak about a planning application at a Planning Committee meeting:

1. **As the applicant or agent for a planning application** – you can speak for up to 10 minutes, shared with any supporters who ask to speak, or you may be asked a question by the Planning Committee Convener;
2. **As a supporter of a planning application** – you can speak for up to 10 minutes, shared with the applicant or agent and any other supporters who ask to speak;
3. **As an objector to a planning application** – you can speak for up to 10 minutes shared with any other objectors who ask to speak;
4. **As a Community Council** – you can speak for up to 10 minutes shared with any other Community Councils.

**You must register to speak at the planning committee no later than 7 calendar days prior to the meeting where the planning application is due to be determined**

### How do I find out when and where the Planning Committee will be?

If you have registered to speak about a planning application, the CNPA will email you two weeks before the meeting where the application is likely to be considered. We will then notify you one week before the Planning Committee to confirm that the application will be considered and the Planning Committee papers are published.

### What can I speak about?

Your presentation should focus on the facts of the case and the impacts of the proposed development from your viewpoint. The Planning Committee members can take account of relevant planning issues such as:

- External design, appearance and layout
- Road safety
- Loss of amenity
- Impacts on natural or cultural heritage
- Other matters contrary to planning policy.

The Planning Committee Members cannot take account of issues such as:

- Private property rights
- Effects upon property values
- Commercial competition
- Matters covered by other legislation
- The applicant's morals or motives
- Possible future proposals

## **How to get the most from your speaking opportunity**

If you share your 10 minute slot with other speakers, it's your responsibility to agree who speaks for how long. You should nominate a spokesperson or at most two spokespeople to represent you all and avoid repetition. If you don't agree between yourselves, the Planning Committee Convener will divide the time amongst you, or you may not be allowed to speak.

## **What happens at the meeting?**

Try to arrive at the Planning Committee meeting in plenty of time. The room where the meeting takes place will be set up with tables for the Planning Committee and CNPA planning staff to sit around with seating for members of public or visitors at the edge of the room. If you are not sure about where to sit, ask a member of planning staff.

The Planning Committee Convenor will start the meeting promptly and run through the agenda items. When the meeting reaches the application that you have asked to speak about, the Convenor will explain that that you and any other parties want to speak. The Convenor will then ask the CNPA planning officer to present the application and answer any points of clarification from Members.

After that, the Convenor will ask speakers, one at a time, to come to a place at the table to speak to the Planning Committee. Once you have joined the table, the Convenor will ask you to switch on the microphone in front of you, explain how long you have to speak, and tell you when you can start speaking. The Convenor will also tell when you must stop speaking.

When you have finished speaking, or been asked to stop, the Convenor will invite Planning Committee Members to ask you questions. You will then be asked to return to your seat in the audience and the next speaker invited to the table. The order of speaking always starts with applicant/agent followed by supporters, objectors and community councils.

## **Electronic presentations**

You can ask to use the electronic projector at the Planning Committee meeting to help you make your points. If you want to, you must send your electronic presentation, either as a PDF or PowerPoint, to the CNPA planning support team (tel. 01479 870517 or email [planning@cairngorms.co.uk](mailto:planning@cairngorms.co.uk)) by 12 noon on the Tuesday before the Planning Committee meeting.

## **What happens if I miss the meeting?**

If you are unable to come to the Planning Committee meeting, you can send a representative in your place, but if nobody is present to speak for you at the meeting, you will have missed your opportunity to address the Planning Committee.

## **What happens if the application is deferred by the Committee?**

There is only one opportunity to speak at the Planning Committee meeting. If the Planning Committee defers considering an application, then you will be invited to the next meeting where it will be considered. If the Planning Committee defers a decision having considered the application and the contributions of speakers during one meeting, for example to allow for a site visit, there is no further opportunity to speak to the Planning Committee when they meet again to make their decisions.

## **More Information**

For more information, contact the CNPA planning team on tel. 01479 870517 or email [planning@cairngorms.co.uk](mailto:planning@cairngorms.co.uk).

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