

Protocol for Public Speaking at Planning Committee

- 1.1 This protocol provides an opportunity for public representations to be made to the Ebbsfleet Development Corporation (EDC) Planning Committee in relation to those planning matters that it determines. The EDC Planning Committee is a meeting held in public. The purpose of the committee is for the committee members to debate and decide the matters on the agenda. The EDC invitation to speak at its Planning Committee provides an opportunity for members of the public, organisations and landowners/developers to directly address the committee on planning related matters of interest/concern to them.
- 1.2 All aspects of public speaking at the EDC Planning Committee meetings are subject to the discretion of the Planning Committee Chair. Normally, a maximum of ten minutes is allocated for those wishing to speak on each planning application or related matter on the agenda (with a maximum of five minutes for those in support and five minutes for those against). This time includes speaking by an applicant and/or their agent. Multiple agenda items related to a single site will be considered as a single matter, and therefore public speakers may address the committee once, regardless of how many agenda items the matter comprises.
- 1.3 Public speaking only applies to items that are on the agenda of the meeting for which a request to speak has been made. The Planning Committee will only hear oral submissions and no new information, photographs or additional written material will be accepted as part of any public speaking.
- 1.4 To speak at an EDC Planning Committee the speaker should normally have made written representations on the planning matter in question. Notification of a wish to speak must be made no later than 12 noon three working days before the date of the planning committee. A speaker may nominate a representative to speak on their behalf.
- 1.5 The people who can speak at the Planning Committee, and the order in which they will be invited to speak, are:
 - Those who are opposing the application.
 - Those who are supporting the application. This includes the applicant or agents, who have the right of reply to any points made.
- 1.6 If more than one individual or representative wishes to speak, then they will be asked to agree amongst themselves how the time will be allocated and/or who should speak on their behalf. The Chair may use his/her discretion to increase the amount of time people may speak.
- 1.7 Speakers will need to provide:
 - Their name, address and daytime telephone number (and email address, if available);
 - The application number and details of the proposed development to which it refers or details of the other matters;
 - Confirmation of whether the speaker is in support of or against an application or other matter;
 - Confirmation of whether the speaker is representing themselves or anyone else; and
 - Confirmation that the EDC can provide the speakers' details to other people also wishing to speak so that agreement can be made regarding the apportionment of the allocated time.
- 1.8 In the event that the speaker is unable to attend the planning committee meeting they may nominate a substitute. Notification should be no later than 4.00pm on the last working day before the Planning Committee meeting.
- 1.9 At the Committee the Chair will ask the appropriate officer to introduce and, if necessary, update the report. The speaker/s will then be asked to address the Committee about the proposal or matter in question.



- 1.10 The Committee will listen to what the speaker says, but will not debate the speaker/s opinions with them. The Committee may, however, at the end of each five minute speaking slot, ask questions of a speaker in relation to matters of clarification. For clarification, any questions asked will sit outside of the allocated speaking time. Questions from Committee Members will be addressed through the Chair of the Committee.
- 1.11 Speakers should not discuss matters relating to the applicant's past behaviour, nor speculate about what the speaker thinks their possible future intentions may be.
- 1.12 The speaker may not discuss boundary disputes, covenants, reduction in property values or matters dealt with by other law (e.g. licensing).
- 1.13 After public speaking is complete, the Planning Committee will consider the application or other matter. This will normally be debated in public but there will be no further opportunities for non-committee members to speak.

In order to register to speak at Planning Committee please email:

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