

Public Participation in Planning Committee and Planning Sub-Committee

Who can speak?

The following individuals/groups are eligible to speak

- Objectors
- Applicants
- Supporters
- The relevant Parish or Town Council
- Local representative groups/Civic Society (where not covered by any of the above categories)
- Members who are not on the Committee/Sub-Committee and are not the Ward Member

How much time is allocated to each group?

A period limited to a total of three minutes. If there is more than one person wishing to speak, people are encouraged to consult each other and agree how to share their 3 minutes.

A presentation (limited to 3 minutes) may be the most effective way of presenting views. Where a listed building application is involved no extra time will be provided.

How will groups know when an issue will come to Committee?

Interested groups and individuals should keep themselves informed about when a planning application will come to the Committee. A list of meetings can be obtained from the Council Offices and officers will be able to advise on the progress of applications.

How do you arrange to speak at the Planning Committee/ Planning Sub-Committee?

Agendas for the Committee are available one week before the meetings, which are usually held on:

- Planning Committee - 2pm Monday afternoon
- Planning Sub-Committee - 5pm Wednesday afternoon

Copies of agenda reports are available on request from the Member Services Section:

☎ **01625 504222 or 504224**

✉ **k.smith@macclesfield.gov.uk**
s.baxter@macclesfield.gov.uk

The agenda is also published on the Borough Council's website **www.macclesfield.gov.uk**.

Please inform, in writing, the Principal Member Services Officer at the Town Hall, Macclesfield by:

- Planning Committee - 12.00 noon on the Friday previous to the meeting
- Planning Sub-Committee - 12.00 noon on the Tuesday (the day before the meeting). This can be done by email.

When should you arrive for the meeting?

Speakers are *normally requested to arrive by:

- Planning Committee - 1.30pm, prior to the start of the meeting at 2.00pm
- Planning Sub-Committee - 4.30pm, prior to the start of the meeting at 5.00pm

so that they can register with the Principal Member Services Officer.

*Please note: These times may vary as the agenda dictates. Please contact the Member Services Section to confirm times/ agenda order.

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Where are Committees held?

Meetings are held in the Town Hall, Macclesfield.

What is the order of speaking at the meeting?

The order is as follows:

- Announcement of the item by the Chairman
- Introduction by the Planning Officer, who will update the Committee report and highlight the key issues
- Ward Councillor, if application 'called in' (call-in applies to Planning Committee only) or if not Committee Member
- Members who are not on the Committee/ Sub-Committee and are not the Ward Member (3 mins)
- Parish/Town Council representations (3 mins)
- Civic Society/Local Representative Groups (3 mins)
- Objectors' representations (3 mins)
- Applicants/supporters' representations (3 mins)
- Further comments by Planning Officer
- Ward Councillor if a Member of the Committee/ Sub-Committee
- Committee Members debate and decision taken

What are the possible outcomes of the meeting?

The decision may be:

- to approve the application
- to refuse the application
- to defer for information/negotiations
- to defer for a site visit by the Committee/ Sub-Committee
- to refer the application from the Sub-Committee to the Planning Committee.

You are asked to respect the decisions made by the Committee during the course of the meeting.

What may the statement to the Committee/ Sub-Committee include?

Only refer to relevant planning issues, eg:

- exterior design, size, appearance, layout, etc
- residential amenity
- highway safety
- character of the area
- trees and historic buildings
- planning policy (Local Plan/Structure Plan)
- Government guidance

The Committee cannot take into account non-planning issues eg:

- boundary disputes/property rights
- personal comments about any individual
- loss of property value or loss of view
- matters covered in other laws

Will the use of presentation aids be allowed?

In order to be fair to all parties, no presentation aids will be permitted. Similarly the circulation of late information, photographs and/or plans at the meeting will not be allowed.

Will there be an opportunity for questions?

At the Chairman's discretion, members of the Committee/ Sub-Committee may ask a visiting speaker to clarify an issue after a statement is made. However, speakers will not be permitted to ask questions or interrupt the Members discussion on an individual planning application.

Further information is available by contacting:

Member Services Section
Town Hall, Macclesfield
Cheshire SK10 1DX

☎ **01625 504221**

☎ **01625 504203**

✉ **k.smith@macclesfield.gov.uk (or)**
s.baxter@macclesfield.gov.uk

Also see the Council's website at:
www.macclesfield.gov.uk