

**TENDRING DISTRICT COUNCIL LOCAL PLAN COMMITTEE MEETINGS PUBLIC
SPEAKING SCHEME
(30 September 2014)**

The scheme gives the opportunity for a member of the public and other parties identified below to speak to the Council's elected Councillors on the Local Plan.

TO WHICH MEETINGS DOES THIS SCHEME APPLY?

Any public meeting of the Council's Local Plan Committee. Local Plan Committee meetings are normally held every two months in the Princes Theatre at the Town Hall, Clacton-on-Sea at 6.00 pm.

WHO CAN SPEAK?

1. One member of the public who wishes to comment on or to speak **for the recommendation** or someone who produces a signed, written authority to speak on their behalf;
2. One member of the public who wishes to comment or to speak **against the recommendation** or someone who produces a signed, written authority to speak on their behalf.
3. Where the proposed development is in the area of a Parish Council, one Parish (or Town) Council representative;
4. All TDC Councillors for the ward where the development is situated ("ward member") or (if the ward member is unable to attend the meeting) a TDC Councillor appointed in writing by the ward member. In addition, member(s) of adjacent wards or wards impacted by the proposed development may also address the Committee, **subject to the Chairman's prior approval**. A ward member with a prejudicial interest in the matter may only attend for the purpose of public speaking and must leave the meeting as soon as they have spoken;

Where a report relates specifically to more than one key site, the above can apply to each site under consideration.

No public speaker may speak for more than three minutes. Public Speakers may not be questioned at the meeting, nor can any public speaker question other public speakers, Councillors or Officers. Public Speakers are not permitted to introduce any photograph, drawing or written material as part of their public speaking.

HOW CAN I FIND OUT WHEN A MATTER WILL BE CONSIDERED?

In addition to the publication of Agendas with written reports, the dates and times of the Local Plan Committee meetings are shown on the Council's website-

DO I HAVE TO ATTEND THE LOCAL PLAN COMMITTEE MEETING TO MAKE THE COMMITTEE AWARE OF MY VIEWS?

No. If you have made written representations, their substance will be taken into account and the Committee report, which is available to all Local Plan Committee Councillors, will contain a summary of the representations received.

HOW DO I ARRANGE TO SPEAK AT THE MEETING?

You can:

Email democraticservices@tendringdc.gov.uk or

Telephone the Democratic Services Officer ("DSO") (01255 686585) during normal working hours on any weekday after the reports and agenda have been published,

If more than one person wants to speak who is eligible under a particular category (e.g. a member of the public within the description set out in numbered paragraph 1 above), the right to speak under that category will be on a "first come, first served" basis.

WHAT HAPPENS AT THE MEETING?

1. Planning Officer presents officer report
2. Public speaking takes place in the order set out above under the heading "WHO CAN SPEAK?"
3. Officer(s) may respond on factual issues arising from public speaking **and will sum up the key policies and material planning considerations relevant to the application**
4. Committee Members may **ask** Officers **relevant questions and may move, debate and vote**

WHAT SHOULD I SAY AT THE MEETING?

Please be straightforward and concise and try to keep your comments to Local Plan matters. Please be courteous and do not make personal remarks. You may wish to come to the meeting with a written statement of exactly what you want to say or read out, having checked beforehand that it will not overrun the three minutes allowed.

WHO DO I CONTACT FOR MORE INFORMATION?

The Council's website will help you access documents etc.

If you have a query with regard to public speaking, or wish to register to speak, please email democraticservices@tendringdc.gov.uk or telephone 01255 686585

If your query is in relation to the Local Plan, please contact:

Tendring District Council, Planning Services,
Council Offices, Thorpe Road, Weeley, Essex CO16 9AJ Tel: 01255 686177 Fax: 01255 686417 Email: planning.policy@tendringdc.gov.uk Web: www.tendringdc.gov.uk