

Please reply to: Victoria Gibson  
Direct line: 01628 685693  
Email: victoria.gibson@rbwm.gov.uk  
Our ref.: 15/02107/FULL

**Development & Regeneration**



7 March 2016

Dear

**Speaking at Development Control Panel Meeting**

**Planning Application:** 15/02107/FULL, Land To The North of Longlea Fifield Road Fifield Maidenhead

I refer to your communication in respect of the above planning application and write to advise you that the application is due to be considered by the Maidenhead Development Control Panel on Wednesday 16 March 2016 **commencing at 7.00pm at the Council Chamber Town Hall St Ives Road Maidenhead..** The officer recommendation is for Refuse.

The Council allows public speaking at meetings of the Council's Development Control Panels. In accordance with the procedure, if you do wish to exercise your right to speak at the panel I would be grateful if you would contact Shilpa Manek on 01628 796310 or by email to [democratic.services@rbwm.gov.uk](mailto:democratic.services@rbwm.gov.uk) **by 5.00pm at the latest on the Monday prior to the date of the meeting** (1 day's grace shall be given should this fall on a bank holiday).

I enclose an Advice Note that sets out the Council's procedure specifically in respect of the public speaking at Development Control Panels. I particularly draw your attention to the fact that contributors will be given together a **total of 3 minutes** per application in which views may be presented. Where more than 1 person wishes to speak, the 3 minutes will be divided between you or you may agree to appoint a spokesperson. An applicant/agent may speak when there are no objectors, if they so wish.

The Council permits the filming, recording and photography of its public meetings subject to certain principles set out in the Council's constitution. By attending the meeting you are consenting to being filmed/recorded unless you notify the Democratic Services Officer present at the meeting that you do not wish to be.

Please note that contributors are not permitted to distribute or show drawings or photographs at the panel unless these have been provided to me no later than 4.45pm on the Friday preceding the meeting. A briefing note for members of the public attending the meeting together with the agenda for the meeting, including reports for individual applications is available on the Council's website at <http://rbwm.moderngov.co.uk/ieDocHome.aspx?Categories> and select relevant date on the right-hand side of the page.

Yours sincerely

*Victoria Gibson*

Victoria Gibson  
**Senior Planning Officer**

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## **Public Speaking at Development Control Panel Meetings IN THE ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD**

Planning applications are determined by either officers acting under delegated authority or a Development Control Panel of elected Members of the Council.

Each application is subject to a public consultation exercise which enables the public and other bodies to comment in writing on the application before it is determined.

Where the application is to be determined at a Development Council Panel meeting the Council wants to provide the opportunity for the public and for applicants (or their agents) to speak at the meeting before the Council Members take their decision.

An applicant (or agent) may speak at a meeting whether or not there are objectors wishing to speak (but if the applicant is in agreement with the Officers' recommendations to the Panel the Chairman will request the applicant to restrict any comments to any relevant matters not covered, or not fully covered, in the Officer's Report).

However, if objectors speak at the meeting, the applicant must be allowed to speak. An applicant (or agent) may speak at a meeting even where there are no objectors wishing to speak (but if the applicant is in agreement with the Officers' recommendations to the Panel the Chairman will request the applicant to restrict any comments to matters not covered, or not covered fully, in the Officer's Report).

The applicant (or their agent) and anyone who has written to the Council about a planning application will be contacted at least 1 week before the relevant meeting is due to take place when the application will be considered. They will be invited to tell the Council if they wish to speak at the meeting. If anyone does wish to speak they must let the Council know by 5.00pm on the Monday preceding the Development Control Panel (1 day's grace shall be given should this fall on a bank holiday). The Panel Chairman will not normally allow members of the public to speak if they have failed to notify the Council as stated above, of their wish to speak.

Generally, applications where the public are to speak will be considered at the beginning of the Agenda. Any objectors will be given, together, a total of 3 minutes in which they can present their views. It may be convenient, if there are a number of objectors, that they agree amongst themselves to appoint 1 or 2 spokesmen for them all, to stay within the 3 minutes allotted. If the objectors are unable to agree amongst themselves, the Chairman shall refer to the list recording the names of objectors attending the meeting and shall call them strictly in the order the names are recorded, which shall, as far as reasonably possible, reflect the time of arrival at the meeting. When the end of the 3 minute period has been reached, the Chairman will not permit any more objectors to speak.

If a Parish or Town Council has objected and a Member of that Council wishes to address the meeting they will be allotted a further 2 minutes, in addition to the objectors 3 minute period. If more than 1 Parish or Town Council wishes to address the meeting, no additional time will be allocated unless exceptional circumstances apply (see below).

The applicant, their agent or any supporters will be allocated, in total, no more than 3 minutes in which to present their views. If in addition to the Applicant or his agent, members of the public wish to speak in favour of an application, they must notify the Council at least 2 working days before the Panel meeting. They should also contact the applicant or their agent as the total time allocated to the applicant and any supporters is a total of 3 minutes.

The Chairman of the meeting has discretion to extend the speaking time for both objectors and applicants by a further 3 minutes each in exceptional cases (ie a total of 6 minutes each). In such cases the time set aside for Parish and Town councils will be extended to 3 minutes in total.

This discretion is intended to apply only rarely. Exceptional circumstances might arise as a result of the range of issues raised by an application, its scale and impact and by the number and/or range of objections.

A leaflet entitled 'Public Speaking at Development Control Panel Meetings' is available upon request from the Council's Customer Service Centres at the Town Hall St Ives Road Maidenhead or York House Sheet Street Windsor or on the Council's website at

[http://www3.rbwm.gov.uk/downloads/file/769/public\\_speaking\\_at\\_development\\_control\\_panel\\_meetings](http://www3.rbwm.gov.uk/downloads/file/769/public_speaking_at_development_control_panel_meetings)