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Leon Robinson
not known

14th April 2015

Please ask for :
Management Support
Officer
Tel: (01903) 737512

Your Ref :

Our Ref : Y/93/14/OUT

Dear Sir/ Madam

Notification of a Development Control Committee Meeting at 2.30 pm on the 22nd April 2015

Application number : Y/93/14/OUT

Site : Land North of Yapton C of E Primary School, North End Road, Yapton,

Further to my email last week please note the change of venue for this Development Control Committee meeting. The meeting is now being held at the **Millennium Chamber at Littlehampton Town Council, Manor House, Church Street, Littlehampton BN17 5EW**. Please note there is limited space in the Millennium Chamber so access will be granted on a first come first serve basis.

Yours sincerely

Karl Roberts
Assistant Director Planning & Economic Regeneration

Public Speaking at Development Control Committee

The Committee welcomes public speaking on agenda items, but Committee Meetings often have agendas that run to 150 pages and take more than three hours to complete. It is important to ensure that decisions on applications are taken at a reasonable pace and it is therefore necessary to limit the number of people who can speak on any one item and how long they can speak for.

Who can speak?

Any person who has made a written submission in support of or in opposition to the proposal, including the applicant or agent, can speak at a Committee meeting but only if:-
- they have formally registered to speak before 5.00 p.m. on the day before the Committee (as outlined above); and

there is a vacant slot for speaking

How many people can speak?

There are restrictions on how many people can speak on an individual item:

- Two people may speak in support (inclusive of the applicant/agent);
- Two people may speak in opposition; and
- A representative of the relevant Town or Parish Council is also permitted to speak.

Note: Only one person per household or official postal address may speak on a particular side of the debate. Arun District Council Members and Officers are the only others allowed to speak at Committee.

How long can I speak for?

The maximum time allowed for short-listed speakers and Town and Parish Councillors is three minutes, and this is rigorously enforced. A clock is placed in front of the speaker showing the three minute time limit.

When can't I speak?

The public are not allowed to speak on any item that is to be considered in private session or where an application has been considered at an earlier Committee and been deferred.

Can I display material, PowerPoint slides, hand-out notes, petitions, or photographs?

No. Your written submission forms part of the application file, and it is therefore a matter of public record, and is reported on by the Planning Officers. You are offered the opportunity to explain the submission you have made but not to add further material. Petitions will not be accepted at Committee meetings.

What is the procedure at Committee?

A separate chair is provided at the Committee table that is used by those who have registered to speak. You will be called when it is your turn to speak and the Chairman of the Committee will then invite you to address the Members and will remind you that you have three minutes. There is a timer in front of you to help you judge the amount of time you have left.

Polite Reminder: The meeting is a public meeting and the Committee expect any public speaker to be polite. Racist remarks, direct criticism of individual Councillors, officers, applicants, their agents, allegations about the behaviour of neighbours will be disregarded by the Committee Members in considering the application. Any speaker behaving in such a way will also be asked to stop and will lose the opportunity to make any further comments.

pmac77

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