



You have an opportunity to speak at the Council's Planning Meeting

Who can speak at the meeting?

People who wish to object to, or support an application which is to be determined by Horncastle Town Council. This includes Ward Councillors. Please read all of this leaflet which describes the procedure in detail.

What items can I speak on?

Applications for planning permission, and similar applications, which form the Schedule of Applications for Determination by Horncastle Town Council Planning Committee. (Where Horncastle Town Council is a consultee, members of the public may only make comments on these planning application during the 10 minute public forum).

How can I find out when an application will be considered?

To find out the date when the application is likely to be considered this information can be viewed on our website www.horncastletowncouncil.co.uk. Click on the Planning tab, then click on the next agenda. Or alternatively telephone Horncastle Town Council Admin office. An application is not normally referred to Horncastle Town Council Planning Committee for a decision within the first four weeks of its receipt. Applications are sometimes advanced or delayed as information becomes available and if you are interested, as an objector for instance, in speaking, please keep in contact with us to find out the likely date of consideration.

Planning meetings are usually held on the third Monday of every month. They are held at The Stanhope Hall, Boston Rd, Horncastle and usually start at 6pm. However this may be subject to change and we will be able to confirm the start time at least a week in advance.

Please note that Horncastle Town Council has delegated authority from ELDC to determine the following application types. (In deciding these applications the account will be taken of all views received in writing):

- Minor householder applications
- Advertisements
- Change of use applications

Other planning applications are decided by ELDC.

Do I need to attend the meeting to make my views known to the Committee?

No, and you may not wish to if the Officers' recommendation is the same as your view. In any event, if you put your views in writing, we will report them to the Horncastle Town Council Planning Committee before a decision is made.

Please note that we normally summarise the points made in letters, and do not report them in full; we do not circulate letters received to Members.

Your representation will be taken into account when the application is being dealt with, but it should be noted that such representation is open to public inspection in accordance with the provisions of the Local Government (Access to Information) Act 1985, even if marked Private and Confidential. Only e-mail addresses, phone numbers, signatures and third party information will be redacted.

Can I use photographs or other materials to illustrate my points?

Any comments or photos you wish to be included onto the agenda must be submitted by noon on the Thursday before the planning committee on the following Monday. You will not be allowed to circulate materials on the evening of the meeting or at the same time as you speak as this will tend to disrupt proceedings.

How do I arrange to speak at the meeting?

All speakers can register once the agenda has been finalised for the meeting, usually one week prior to the meeting. The latest you can register to speak will be by 12 noon on the Thursday before the meeting.

Comments or any photos to be included on the supplementary agenda must be submitted by noon on the Thursday before the Planning Committee meeting on the following Monday.

Before the meeting starts an Officer will speak to the members of the public present and ask them which applications they are interested in.

We advise you, if several people are interested, that you should agree, before the meeting, that one person will speak for everyone. If this does not happen (or you cannot agree) then we will decide who should speak.

In deciding who should speak in favour of the application, the applicant will be given precedence over supporters. We will ask you for permission to share your contact details with other people who wish to speak, but this is not a requirement.

Notice of intention to speak should be made with Horncastle Town Council admin office 01507 522957

What will happen when my item is considered?

The Planning Officer makes his or her presentation, adding to, updating and illustrating the written report already circulated to Committee members.

The following order will usually apply:

1. An objector is allowed to speak – please note we can only allow one person to speak - for up to 3 minutes.
2. The applicant (or representative) or supporter can speak for up to 3 minutes.
3. Members of the Planning Committee will then be given 10 minutes to ask questions to the speakers.
4. The ward member or other interested members in addition to those on Planning Committee be allowed to speak usually for a maximum of 5 minutes, but longer at the Chairman's discretion
5. The Councillors who make up the Committee debate the matter (and may request further information of the Planning Officer) before reaching a decision.

Please Note:

- You will be asked to say who you represent.
- You will be required to stop speaking if you exceed the time allowed.
- Speakers will not be permitted to ask questions.
- The consideration of an application will not be delayed simply because someone who wishes to speak is unable to attend the meeting.

What can I say at the meeting?

You can say whatever you like provided it is a statement of fact or opinion, but your words are likely to have the greatest impact if you:

- Are brief and to the point
- Limit your views to the planning application
- Confine yourself to relevant planning issues.

Planning Issues

Examples of relevant planning issues.

- Planning policy, e.g. the local and structure plans, other local planning policy, Government guidance, case law, previous decisions of the Council.
- Design, appearance and layout.
- Impact on visual or residential amenity, including possible loss of light or over-shadowing, loss of privacy, noise disturbance, or smell or nuisance.
- Impact on trees, listed buildings or a conservation area.
- Highway safety and traffic.

Examples of issues which cannot be taken into account:

- Private property rights - boundary or access disputes, restrictive covenants, rights of way, ancient rights to light.
- Effect on property values.
- Personalities, or an individual's motives.
- Matters covered by other legislation for example Environmental Health or Licensing laws.
- You should not make derogatory or defamatory statements as there is no legal protection for comments made by the public.

Will a decision be made at the meeting?

Yes, most applications considered by the Horncastle Town Council Planning Committee are decided at the Committee meeting.

Audio Recording Protocol

From April 2017 Audio Recording of the Planning Committee will be carried out and published on the Council's website. The details are as follows:

- The agenda will indicate that the meeting will be recorded.
- The Chair will include an announcement on the recording of the meeting as part of the opening of the meeting announcements.
- Letters/emails to applicants, supporters or objectors on planning and licensing applications on when an application will be heard will state that the meeting will be recorded.
- The Chair has the discretion to request that recording is paused if continuing to record would prejudice the proceedings of the meeting. An example of circumstances when this might be done is public disturbance or any other suspension of the meeting.
- Recording will stop once a motion to exclude the press and public to deal with exempt or confidential items has been passed.