

ARRANGEMENTS FOR ATTENDANCE & PUBLIC SPEAKING AT REGULATORY COMMITTEE

The following notes set out the procedures for public speaking and outlines the business procedures at the Regulatory Committee of the Council

- You should notify the Development Management Section (contact Lynne Aspery on 01287 612471, Allison Edwards 01287 612628 or Debra Campbell on 01287 612627) in advance of the meeting that you wish to speak on an application. You will only be allowed to speak if the application is one which will go before Regulatory Committee and you have a legitimate interest in the application. Where there are several people wishing to make the same points, you will be asked to elect a spokesperson(s).
- You must restrict your comments to material planning considerations only and you should not make any comments of a personal or discriminatory nature.
- If you wish the Committee to consider information such as photographs or written statements that you will be referring to when speaking, you must send copies of these to the **Development Management Section, Redcar and Cleveland House, Kirkleatham Street, Redcar** by 1.00pm on the day before Committee otherwise they may not be circulated to Members. 15 copies of any documents are required to be submitted because the department is unable to bear the cost of copying such documents. Committee members cannot read lengthy written representations on the day of the meeting and requests to circulate such information, without the required notice, will be at the discretion of the Chair but will not normally be permitted. The use of audio / video by public speakers in presentations is not permitted.
- You should attend the meeting at least 15 minutes before the scheduled start and register at the reception.
- There is a restriction on the number of people that can be safely accommodated in the meeting room but we will accommodate as many as it is safe to do so. Priority will be given to nominated speakers but we cannot guarantee that you will be able to observe proceedings. If you are only interested in one item or the agenda is a lengthy one, you may be asked to wait outside the meeting room until the matter you are interested in is heard.
- The meeting is held in a private office building with no refreshment facilities but access to toilet facilities is available. Car parking locally is generally pay-and-display with the normal concessions for blue badge holders. You should purchase a ticket for the period of time that covers your visit to the offices.
- The Chair is responsible for the conduct of the meeting and, applications on which people wish to speak, or for which there are larger attendances by the public, may be taken earlier in the agenda at the Chair's discretion and so it is important you attend from the commencement of the meeting.
- For each application the Chair will ask the Officer(s) to present the Director's report and recommendation, the order of speakers is then;
 - Objectors / supporters - no more than 3 people for and 3 against, will be allowed to speak on each application
 - Ward members (in whose ward the application site is located)
 - Parish / Town Council representative
 - The applicant or their agent
- Each speaker has a maximum of 3 minutes but, at the Chair's discretion, a speaker may be allowed additional time equivalent to the other speakers to ensure that both objectors and /or supporters have had a fair hearing.
- Once speakers have finished, Committee members may, through the Chair, ask questions of clarification only. In the first instance, Officers may be asked to answer any such questions or, if appropriate, the question may then be put direct to the speaker. The Chair will not permit the answer to such questions to be an opportunity to make further lengthy representations.
- The Committee will then debate the application and a decision will be made. The Chair will announce the decision on the application and, if you are attending for only one item, you are free to leave the meeting.
- Occasionally, an application may be deferred to undertake a Committee site visit and, if this decision is taken, there is no further discussion of that item. You should note that at the subsequent site visit and Committee meeting to consider the application, no further public speaking is permitted.

The Regulatory Committee is a quasi-judicial process and is conducted in accordance with agreed business procedures. We ask all those attending the meeting to; respect the process and not to interrupt proceedings with applause or other interruptions from the public gallery; to acknowledge that participants to the process will have different opinions on an application and to allow those opinions to be expressed without interruption or criticism and to accept that the final decision is made as part of an approved decision making process. If the meeting is repeatedly disrupted, the Council's Constitution does allow for action to be taken which can include removal of those responsible for the interruption or suspension of the meeting.