Planning Committee meetings are usually held every four weeks to determine certain applications.

The public may attend the meetings to express their views, or hear those of others. Affected people have an opportunity to address the Committee with their concerns.

The applicant can explain the reasoning behind the application. This leaflet aims to explain all you need to know about attending a Planning Committee.
Commenting on applications

If you wish to make comments on a planning or related application, you should contact us during the consultation period, whilst the application is being considered by the case officer. Please do not wait for a Planning Committee as not all applications are determined by the Committee. Contact us either:

By visiting our website:
www.kettering.gov.uk/planning

By email: planning@kettering.gov.uk

By post:
Head of Development Services
Kettering Borough Council
Bowling Green Road, Kettering, NN15 7QX

In person:
Customer Services Centre
Monday - Friday 8.30am - 5.30pm

Attending a Committee

If you wish to speak at a Committee:

• You should register with Democratic and Legal Services by telephoning 01536 535661, or by emailing democracy@kettering.gov.uk by 5pm on the working day before the Committee is due to meet.

• You can view the papers for the meeting via our website, or by visiting the Council Offices.

• The time, date and details of the venue will be sent to you in a letter and are also on the agenda on our website.

• Speakers must arrive no later than 6.30pm.

If you wish to attend a Committee meeting but do not wish to speak, you do not need to register with us, you simply turn up at the meeting.
The Committee meetings are usually held on a Tuesday evening in the Council Chamber at the Municipal Offices, Bowling Green Road, Kettering. They start at 6.30pm, and normally last for up to two hours.

Occasionally the venue and time may change, in which case the details will be published in the agenda.

On arrival at the Council Offices reception you will be directed through to the Council Chamber and Committee Room, where the room will be laid out with desks at one end for the committee members and rows of chairs for members of the public, applicants and their representatives.

At the meeting

The Committee Chair will run through procedures and check whether registered speakers are present. The items will not necessarily be discussed in the order they appear on the agenda.

For each item, the Committee Chair will introduce the item and ask the Planning Officer to present any updates. The Chair will then call any registered speakers to come forward one at a time.

The order of speakers is:

- One third party speaker for and one third party speaker against the proposal
- Parish /Town Council representative
- Ward Councillors who are not on the Committee
- Applicant or their agent/representative
- Planning Officer who presents the report

The Committee will then discuss the application.
The speaker, when called, should come forward to the committee table to state their case.

Speakers will be able to present visual material on PowerPoint slides which will be displayed on the overhead screens. No other material can be circulated to Councillors at the Committee. Should you wish to use PowerPoint slides please make this known when registering to speak and email any slides to Democratic Services prior to the meeting.

You will normally be limited to speak for 3 minutes after which you will be asked to stop. You should then return to the public seating area.

To ensure the smooth running of the meeting, you will not be able to add anything after this time. The Committee will discuss and debate the application.

Comments either for or against the proposal cannot be made to the Committee from the public seating area.

What should you speak about?

• Explain the proposal or the reasoning behind it, or
• Explain the effect of the development on you
• Make your comments within the framework of planning legislation, for example:
  • Planning Policy (Development Plan)
  • Government guidance
  • Design, appearance, layout
  • Residential amenity
  • Highway safety and traffic
  • Character of the area, historic buildings
  • Noise, disturbance, smell
What should you not do?

- Talk about non-planning issues (e.g. private property rights/right to a view, effect on property value, developers motives etc.)
- Make personal or slanderous statements which could result in legal action against you
- Interrupt other speakers/committee debate
- Try to hand papers or photographs to the Councillors
- Refer to sensitive personal information about any other person (for advice on what this means please contact the Local Authority)
- To make the most effective use of your time try not repeat committee report information

The voting system

Voting will only take place on a planning application where a unanimous decision has not been reached.

If a vote is taken each committee member has a single vote with the exception of the chair. The chair of the committee will have the casting vote if the result is tied.

Sometimes there is not a vote and the Planning Committee may decide to defer the decision to a future meeting.

If an application is deferred to a future meeting you may be entitled to a second opportunity to speak.
Feedback

Your feedback on our services is important to us, helping us to ensure that we are providing the best service for our customers.

If you have any feedback on our planning services, please complete the back page of this leaflet, tear it off and return it to us.

You can return this slip to our Development Services team by post to:
Head of Development Services
Kettering Borough Council
Bowling Green Road, Kettering
NN15 7QX

By hand: Customer Service Centre
Email us: planning@kettering.gov.uk

Feedback slip

1. Did you find this information useful?

2. Did you read it before you went to the meeting or on arrival?

3. Could the information be improved or made available in a different way? (If so, how?)
4. Did you understand the proceedings at the Committee?

5. Were you able to follow decisions?

6. Were decisions clear?