



FALMOUTH TOWN COUNCIL

SPEAKING PROTOCOLS

Updated : 19th September 2016
Minute : C4763
Reaffirmed: 17th May 2021
Minute : C5447
Updated : 14th June 2021
Minute : C5465
Updated : 16th May 2022
Minute : C5633
Reaffirmed: 22nd May 2023
Minute : C5748
Reaffirmed: 13th May 2024
Minute : C5863

Questions from the Public

General

Under standing order 3 (e) members of the public may ask questions at an ordinary meeting of the Council.

Order of Questions

Questions will be asked in the order notice of them was received, except that the Town Mayor may group together similar questions.

Notice of Questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Town Clerk no later than 48 hours before the day of the meeting. Each question must give the names and address of the questioner.

Number of Questions

At any one meeting no person may submit more than one question and no more than one supplementary question.

Scope of questions

The Town Clerk may reject a question if it:

- is not about a matter for which the Council has a responsibility or which affects the Town;
- is defamatory, frivolous or offensive;
- is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

Record of questions

The Town Clerk will enter each question in a file open to public inspection. Rejected questions will include reasons for rejection.

Asking the questions at the meeting

The Town Mayor will invite the questioner to put the question to the Member(s) named in the notice. If a questioner who has submitted a written question is unable to be present, they may ask the Town Mayor or Town Clerk to put the question on their behalf. A written reply will be given to the questioner within a reasonable period following the meeting.

Supplemental question

A questioner who has put a question in person may also put one supplementary question without notice. A supplementary question must arise directly out of the original question or the reply. The

Town Mayor may reject a supplementary question on any of the grounds in Procedure Rule 'scope of questions' above.

Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Member to whom it was to be put, will be dealt with by a written answer.

Reference of question to a Committee

Unless the Town Mayor decides otherwise, no discussion will take place on any question, but any Member may move that a matter raised by a question be referred to the appropriate Committee. Once seconded, such a motion will be voted on without discussion.

FALMOUTH TOWN COUNCIL

PUBLIC SPEAKING AT PLANNING AND LICENSING COMMITTEE – ON PLANNING MATTERS

Members of the public have the right to speak at meetings of the Planning and Licensing Committee during the consideration of planning applications. The purpose of the right to speak is to give members of the public the opportunity to make their views known directly to the Committee. They can still write to the Council if they prefer, or in addition to speaking.

Those entitled to speak can be objectors, applicants, their agents and supporters.

Please remember the Council is a Consultee and you must ensure that you notify the Planning Authority direct if you wish to object to planning applications. You should provide them in writing within the specified time period to:

Planning – Central One
Cornwall Council
Pydar Street
Truro
TR1 1EB

Planning applications can be viewed online at www.cornwall.gov.uk

When are meetings

Meetings of the Planning and Licensing Committee are held on a Monday at 6.00pm usually in the Atherton Suite in the Old Post Office, The Moor, TR11 3QA. A schedule can be obtained from the Council offices or viewed at www.falmouthtowncouncil.com. If you wish to speak you will need to contact the Council's Administrative Officer, preferably in writing or email, although a telephone call will suffice, by no later than 12 noon on the day of the meeting. The Administrative Officer will then make a list of those wishing to speak, in the order they contact the Council.

How to find out if your application is being considered

Planning applications reported to the Committee will be included in Appendix I or Appendix II. Those included in Appendix I will be reported with a recommendation from the Chair and are voted on en bloc. If you wish to talk to an Appendix I application you will need to speak to your local Councillor before the meeting to ensure that your Councillor requests the Chair that it is considered in Appendix II.

Planning and Licensing Committee agendas are available to view at the Council Offices, online, or the public noticeboard at the Falmouth Information Service on the Tuesday preceding Committee. Occasionally late received applications are added to the agenda on a Friday and you are advised to check on the day of the meeting for a comprehensive list of applications for consideration.

Order of speaking

The Officer attending or Chair will introduce the application, followed by other speakers in the following order:

- Applicant or agent
- Objectors
- Supporters
- Cornwall Councillors (not usually time constrained)
- Falmouth Town Councillors (not usually time constrained)

Members of the Committee may question each speaker to clarify points. There will then be a debate and the Council will formulate observations for submission to the Planning Authority.

Time limit – minor applications

There is a time limit of three minutes for each group of speakers. If there is more than one interested party wishing to speak, the Council will advise them that they should co-ordinate their presentation. If they are unable to do so, the first person registering will be allotted two minutes. At the Chair's discretion the remaining time will be available to remaining speakers, if they are adding new points. It is the responsibility of speakers to co-ordinate presentations.

Time limit – major applications

The time limits are as above. However occasionally an applicant or agent for a major development may be invited to present his proposals to the Committee, and will be allowed a period of fifteen minutes with member questions thereafter.

Can questions be asked of other speakers

You may include questions in the time allocated to you but the Committee has no powers to require other speakers to answer your questions, they may answer your questions if they choose in their allocated time but there will be no debate. Generally it is better if you seek to have questions answered outside the meeting and to state your interests/points on the basis of the information given to you.

You must not interrupt other speakers nor interrupt the Committee debate. All speakers must speak to the Chair, respect the Chair and respond to instructions accordingly.

The Chair will invite speakers to speak and they will stand to address the Committee (unless infirmity prevents them).

Relevant issues

Relevant issues will vary with the nature of the proposal and the site are specified within the National Planning Policy Framework and may include:

- Relevant planning issues
- Highway safety, traffic generation and parking
- Noise, disturbance and other loss of amenities
- Appearance and character of development
- Layout and density of buildings
- Impact on any historic buildings, protected nature conservation sites or trees
- Overshadowing, overlooking and loss of privacy

Irrelevant issues

Again these will vary from case to case but the following are usually irrelevant:

- Private property rights (e.g. boundary or access disputes)
- Personal remarks (e.g. the applicants motives)
- Possible future developments
- Effect on property value

Contact the Council

For clarification on any of the above issues, the procedures, registering to speak or to check agenda you should contact the Council on telephone 01326 315559 or email emily@falmouthtowncouncil.com.

FALMOUTH TOWN COUNCIL
PUBLIC SPEAKING AT PLANNING AND LICENSING COMMITTEE
- ON LICENSING MATTERS

In addition to the participation of statutory organisations (such as the Police or Cornwall Council) licensing applicants and/or their agents will be invited to address the Planning and Licensing Committee in regard to the application.

Objectors to a licence application will be permitted to address their objections to the Planning and Licensing Committee when that application is being considered and at the discretion of the Chair.

FALMOUTH TOWN COUNCIL

PUBLIC SPEAKING AT FINANCE AND GENERAL PURPOSES COMMITTEE

Public speaking is not normally permitted. However the Committee does invite grant applicants to attend to respond to questions that may arise in the consideration of their respective grant, and at the discretion of the Chair.