



# Northumberland County Council

## PROCEDURE AT VIRTUAL PLANNING COMMITTEE

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### A Welcome from Chairman to members and those watching on the livestream

Welcome to also include reference to

- (i) Fact that meeting is being held on a virtual basis
- (ii) Members are asked to keep microphones on mute unless speaking and otherwise respect the etiquette of a remote meeting including raising a hand when they wish to speak
- (iii) The changes to the public speaking protocol to include written representations being read out by an officer (but to retain speaking by local member where applicable)

### B Record remote attendance of members

- (i) Legal officer asks each member in alphabetical order to indicate presence at meeting
- (ii) Democratic Services Officer (DSO) to announce and record any apologies received

### C Minutes of previous meeting and Disclosure of Members' Interests

### D Development Control

#### APPLICATION

#### Chair

Introduces application

Site Visit Video (previously circulated) - invite members' questions

#### Planning Officer

Updates – Changes to recommendations – present report

Public written representations and speaking (local member)

Objector(s) (up to 750 words) – to be read by Officer

Local member (up to 5 mins)/ parish councillor (up to 750 words)- to be read by Officer

Applicant/Supporter (up to 750 words) – to be read by Officer

NO QUESTIONS IN RELATION TO WRITTEN REPRESENTATIONS OR OF/BY LOCAL COUNCILLOR

**Committee members' questions to Planning Officers**

Chairman to respond to raised hands of members as to whether they have any questions of the Planning Officers

**Debate (Rules)**

Proposal

Seconded

DEBATE

Again Chairman to respond to raised hand of members as to whether they wish to participate in the debate

- No speeches until proposal seconded
- Speech may not exceed 6 minutes
- Amendments to Motions
- Approve/Refuse/Defer

**Vote(by majority or Chair's casting vote)**

- (i) Planning Officer confirms and reads out wording of resolution
- (ii) Legal officer should then proceed to ask each member in turn to indicate which way they wish to vote – FOR/AGAINST/ABSTAIN (reminding members that they should abstain where they have not heard all of the consideration of the application)