Northumberland
County Council

PROCEDURE AT VIRTUAL PLANNING COMMITTEE

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)