

**PLANNING DIVISION INFORMATION SHEET 1
VIRTUAL PLANNING COMMITTEE MEETINGS**

1. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of local Authority and Police and Crime panel meetings) (England and Wales) Regulations 2020 allow local authorities to hold “virtual meetings”.
2. Planning decisions are taken either by the Development Control Committee, by one of four Plans sub-committees or by the Assistant Director Planning and Building Control under delegated power.
3. Under the regulations the Council can hold meetings on such days at such time and with such frequency it deems appropriate.
4. Plans Sub-committee considers most planning applications, alleged contraventions of planning law, and tree preservation. Development Control Committee considers major or contentious planning applications and other planning issues affecting the Borough.
5. Most reports concern a whole range of issues, including service planning, strategic and London-wide issues, planning and transport policy, conservation, and countryside management and will be considered in public. Some reports contain items, which, because they relate to legal, or financial or personnel issues, are confidential and cannot be heard in public.
6. Members of the public making written comments on planning applications have the opportunity to address Councillors at Committee if they wish. However, this does not apply where a planning application is decided by the Assistant Director under delegated powers, i.e. where the application will not be considered by a Committee.
7. Anyone wishing to speak must have already written in expressing his or her views on the application.
8. Committee agendas can be inspected on our website; alternatively, you may contact the Planning Division to find out if an application is included on an agenda. Agendas published on the website will include a link or other instructions to allow those interested to be able to hear and where practicable observe the meeting.
9. Speakers must give notice to the Democratic Services team in the Directorate of Corporate Services of their intention to speak at committee.services@bromley.gov.uk no later than 10.00am on the working day before the meeting. Please include the word PLANS in the title of your email, and provide your name, the address of the application property and your interest in the application (e.g. applicant/agent/objector). At the Chairman's discretion, items will be taken in an order that reflects the level of public interest and having regard to visiting Ward Members.

10. Should speakers wish to table any correspondence or photographs, all documents must be submitted electronically to the Democratic Services team by 5.00pm on the working day before the meeting.
11. The proposal plans will be available to the Committee and the report may be updated by the Assistant Director Planning and Building Control or their representative before anyone speaks.
12. Order of public speakers: if the recommendation is 'permission' or 'Members' views are requested' then it will normally be the opponent first, supporter second. If the recommendation is 'refusal', the reverse order will apply.
13. Normally one person is permitted to speak for an application and one person permitted to speak against it. If there are more than two requests to speak for or against, people with similar views should get together and agree spokespersons, failing that, the first people who notified Democratic Services of their intention to speak will be called. Among supporters, the applicant (or if the applicant wishes, the agent) takes precedence, and if the applicant or agent do not wish to speak, the first supporters will be called.
14. Residents' Associations or other organisations wishing to make use of these arrangements must appoint a single spokesperson to represent their views.
15. Speakers are reminded that only material planning considerations are relevant to the determination of planning applications.
16. Speakers will be provided with a link and or instructions to enable them to join the meeting and make their contribution.
17. Each speaker will normally be given up to three minutes. The Chairman or Democratic Services officer will indicate when thirty seconds are left and the speaker's microphone will be muted at the end of three minutes.
18. Members of the Committee (not visiting Ward Members) may ask speakers to clarify points raised and the speaker's microphone will be opened to allow questions to be answered. Otherwise, once members of the public have spoken, no further intervention will be permitted.
19. Council officers attending the Committee may be called upon to clarify any points raised before Members of the Committee discuss the item.
20. The Chairman has absolute discretion to vary the established programme described above or to curtail it when considered appropriate.

AFTER THE MEETING

For planning applications, a Decision Notice is normally issued within a few days after the Committee meeting. Planning conditions or the grounds for refusal will be listed on the Decision Notice. These are available on our website at www.bromley.gov.uk/planningaccess.

FURTHER INFORMATION

For further information regarding the arrangements for public speaking please contact Democratic Services at committee.services@bromley.gov.uk

For further information regarding planning reports and decisions please contact the Planning Division at planning@bromley.gov.uk or by telephone on 020 8313 4956, or write to us at the Civic Centre, Stockwell Close, Bromley BR1 3UH

This form is also available upon request in large-print format.
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